



Pittsfield Village Condominium Association
Board of Directors Meeting
Wednesday, February 25, 2026
Virtual only

Minutes

Board Members Present: Ellen Johnson, David Brassfield, Jessica Lehr, Linda Ross, John Sprentall.

Board Members Absent:

Kramer-Triad Management Staff Present: Kendra Zunich, Tracy Vincent, David Walke.

Community Members Present: Tim Wise, online

1. Call to Order

Call to order at 6:07 pm by Ellen Johnson

2. Approve Agenda: Motion to approve the agenda as amended (table unfinished business items B. and C.) was made by John and seconded by Jessica. Motion carries.

3. Open Forum

- a. Chris Elenbaas, OHM Project Manager: City of Ann Arbor Improvement Project: Project Update: last in-person update was in October 2025. Storm sewer work is commencing. Next week they'll be on Parkwood. Storm water connections will be a major focus. Work will progress to the east. Parkwood should be paved in May. There is a legal hurdle as it pertains to Pittsfield School and the "unclaimed" property and related easement. Kendra asked about landscape repairs/punch list walk through. She also asked about water bills for Pittsfield. Chris will provide a contact at the city for Kendra to connect with. March 26 is the last public meeting at the school.
- b. Sean Reynolds, OSI and Gordon with Greenstreet Tree: Tree Planting and Maintenance Project: the city was granted one million dollars by the Federal Government/Forest Service. The grant is split between 3 programs. Pittsfield Village is split between 2 census tracks. Only the area south of Pittsfield is included in this grant. John Sprentall clarified that these contractors will be working directly with the Board, Mgmt., and Landscape Committee. We will not see maintenance or plantings until next winter at the earliest. We have our trees documented and tagged. Kyler Melmoth is the contact for the Tree Sub-Committee. We may be able to meet with Greenstreet Tree in April or May this year. Next steps: Gordon and his team, as well as Margolis, can meet this spring. Property Access Agreement will be sent to Kendra and will have to be signed by the BOD. Jessica motioned to participate in this private property tree planting program; Linda seconded. Motion passes.
- c. Jordan from A2Zero/DTE Weatherization Program:
 - i. We must confirm eligibility.
 - ii. Share and review how we are collecting data; mailer, QR code to complete online survey

- Address
- #people in household
- Estimated household income.
- iii. Door to door canvassing will be done to collect data to confirm PV's eligibility.
- iv. Data Entry
 - KT/PV create a Google Account / Form / spreadsheet. Data will be housed here.
- v. Data Storage
 - Once finished, documents will be transferred long-term to our legal representation.
- vi. Reporting
 - DTE will need some information from us once we have results.
 - Timelines, and results to the community.
- vii. Jessica motioned to follow the survey procedures as laid out in the Motion seconded by Linda. Motion passes. See attached proposal for survey.

4. Approval of January Minutes:

Kendra and Jessica will review and submit edits.

5. Committee Reports

a. **Landscape Committee**, Theresa Moore

Theresa recapped her report from the last meeting. Minutes are on file.
We should plan for tree wraps and stakes for city planted trees.

b. **M&M Committee**

5 requests were reviewed by the committee in February.
HVAC spec idea was brought up. Kendra will add the discussion to the March agenda.
Deck specs and door specs were also reviewed.

c. **Go Doc Committee**

The group is preparing a presentation on the progress on Master Deed, Bylaw, and Articles' re-write.

6. Kramer-Triad Report

Sales to date: none yet.
About 40 work orders processed during January.
Service contract listing was updated and provided to the BOD.

7. Continuing Business

Community Building Parking Lot: Ellen has drafted a letter and will share with the BOD for feedback. The final letter will be sent to the building owners as well as the managers of the businesses affected.



Volunteer Liability Waiver: sample provided to the BOD for review. Kendra will ask for a more concise format.

8. New Business

Fresh Start Cleaning Service Post Winterization cleaning service: John motioned to accept the proposal for \$375.00, and the \$225 per week services. Linda seconded. Motion passes.

Myler and Szczypka 25-26 Tax and Audit Engagement Letter: \$5200. John motioned to accept the proposal. David seconded. Motion passed.

9. Adjourn to Executive Session at 7:43 pm.

Proposal for Survey

Purpose:

Determine eligibility of Pittsfield Village for the DTE Multifamily Energy Efficiency Assistance Program

Target Population:

Household members living in Pittsfield Village

Eligibility: Adults and children, related or unrelated (e.g., *family with/without children, single individuals, people sharing the living space*)

Members must use a housing unit in Pittsfield Village as their primary residence, meaning it is their permanent home for most of the year.

Sampling:

The census sample includes all occupied units in PV.

All addresses are included in a spreadsheet for data entry. The spreadsheet indicates known unoccupied residences.

Total Number of Units	422
Number of Ineligible Units	16
Number of Eligible Units	406
Number of Qualifying Units Needed	208 (51%)

Methods:

Questionnaire, administered in person, by mail, phone, internet

Instruments:

Mail/email: see proposed text below

Questionnaire: see proposed instrument below

- Intro paragraph explaining purpose, sponsor, definitions, etc.
- Three survey questions:
 - Address or unit #
 - How many people live in the household as primary residence
 - Estimate of household annual income in 2025

Include contact for questions/concerns: phone and email

Data collection (proposed)

Wave 1	Mail physical questionnaire and QR code questionnaire link to all addresses. Email questionnaire link to all available email addresses. Post the information on the PV Neighborhood Facebook page. Collect physical questionnaire responses in the response box at the community building.
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Wave 2	Canvas door-to-door with flyers, paper copies of the questionnaire, and iPads with the digital questionnaire. The goal is to collect responses at point of contact when possible and provide leave-behind materials for folks who don't answer the door or don't want to fill the questionnaire on the spot. Units we don't have email addresses for will be prioritized.
Wave 3	Canvas door-to-door and phone/email campaign to reach all non-responders.

Data entry

1. Kendra/Kramer-Triad will establish a dedicated password protected Google account and create a Google Form and Google Sheet to gather and analyze the data. Kendra/Kramer-Triad will grant access to these documents to OSI for data entry.
2. Create QR code and hyperlinks to the Google Form.
3. Double data entry. Two spreadsheets will be filled out by separate OSI representatives, and a "Compare" function will check for matching data.

Data analysis

Apply formula for each address to determine if household qualifies. The formula will return either Yes or No.

Data storage

Incoming data, analytics: Google Account owned by Kendra/Kramer-Triad

Long term: Documents will be transferred to Hirzel Law, and the original Google Account will be deleted.

Reporting

	DTE	Board	Community
Materials and methods			
Prior to launch	Yes	Yes	No
During data collection	No	Yes	No
Timeline	Yes	Yes	Yes
Preliminary results	No	Yes	No
Final results	Yes	Yes	Yes

Mail/Email Proposed Text

Pittsfield Village may be eligible for an energy efficiency program from DTE, offering insulation and air sealing to lower energy costs and boost comfort in each unit. To qualify, the Village must verify that over half of households earn less than 80% of Ann Arbor's median income.

The Board, with Ann Arbor's Office of Sustainability and Innovations (OSI), are conducting a survey asking residents to confirm their address, household size, and estimated 2025 income. Data will be collected electronically and through in-person visits by OSI and Village residents over the coming weeks. Surveys can be dropped off at the PV Office as well.

Please consider responding to the survey to help Pittsfield Village qualify!

Please note:

- The survey is voluntary.
- All data are confidential; only aggregate results will be published.
- No personal information or verification (e.g., tax returns, financial statements) is required.
- Data are stored securely with Pittsfield Village during the survey and Hertz Law after completion.

For questions about this survey or the DTE energy efficiency program, contact the Pittsfield Village Office at office@pittsfieldvillage.com / 734-971-0233 or OSI at jlarrison@a2gov.org / 734-794-6000 ext 43723.

Questionnaire: proposed instrument

Pittsfield Village may be eligible for an energy efficiency program from DTE, offering insulation and air sealing to lower energy costs and boost comfort in each unit. To qualify, the Village must verify that over half of households earn less than 80% of Ann Arbor's median income.

The purpose of this short survey is to gather information to determine if the Village qualifies. We ask that you provide answers to each of the following three questions. Participation is voluntary, and all information is confidential.

For questions about this survey or the DTE energy efficiency program, contact the Pittsfield Village Office at office@pittsfieldvillage.com / 734-971-0233 or OSI at jlarrison@a2gov.org / 734-794-6000 ext 43723.

Question 1:

What is your home address?

Question 2:

[NOTE: Include all individuals, adults and children, related or unrelated, who live in your unit as their usual or permanent place of residence, occupied for most of the calendar year.]

Please circle the number representing how many people live in your household.

1 2 3 4 5 6 7 8

Question 3:

Using the following categories, please select the one that represents your estimate of the total annual income of all household members:

Example: a household with an income of \$75,000 would mark the box second from the top)

	0 - \$70,500
	\$70,501 - \$80,600
	\$80,601 - \$90,650
	\$90,651 - \$100,700
	\$100,701 - \$108,800
	\$108,801 - \$116,850
	\$116,851 - \$124,900
	\$124,901 - \$132,950
	\$132,951 +

Thank you so much for participating in this survey!