



**Pittsfield Village Condominium Association**  
**Board of Directors Meeting**  
**Wednesday, March 25, 2026**

**Minutes**

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

**Board Members Absent:** David Brassfield-online attendance.

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

**Community Members Present:** Jan Frank, online

**1. Call to Order**

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Call to order at 6:01 pm by Ellen Johnson

**2. Approve Agenda:**

table items B, C, D and E under Continuing Business and add to new business Siding and Insurance Renewal (A). motion to accept the agenda as amended was made by Jessica and seconded by John. Motion carries.

**3. Open Forum**

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**4. Approval of January and February Meeting Minutes:** motion to accept the correct/updated minutes from January and February was made by Jessica and seconded by John. Motion carries.

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**5. Approved Motions by Email:**

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**6. Committee Reports**

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**a. Landscape Committee, Theresa Moore**

Theresa recapped her report from the last meeting. Minutes are on file.

New member, Cindy Bostwick

Tree sub-committee is still working hard on their goals. There will be a kick-off meeting on April 12<sup>th</sup>.

Empty unit beds have been identified. There are plans underway for at least some shrubbery. Trees are coming! Kyler met with Les. (north end only).

**b. M&M Committee – nothing to report**

**c. Go Doc Committee – committee still working on this on-going task**

**7. Kramer-Triad Report**

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Sales to date: 1. Currently there is one for sale and two under contract.

Kendra recapped her Management Report highlighting number of work orders received and closed for the month. End of winter: 20 closed and 21 new requests.

No bill back invoices were generated.

Contract terms are current on report. Chimney repairs proposal presented to the BOD tonight for discussion and approval.

Delinquencies are down, to just around \$47,000.00.

## 8. Continuing Business

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## 9. New Business

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- A. Insurance Renewal: budgeted for 15% increase but it came in at only a 7% increase. There is about \$2400 that can now be reallocated. A motion to accept the insurance renewal was made by Jessica for the premium amount of \$118,783.71. John seconded. Motion carries.
- B. FY 26-27 Budget Approval: the board met this past weekend to finalize the budget. Jessica proposed to update the insurance budget line item according to the new approved proposal, then add the \$1700 to reserve savings and \$120 to Chimneys. Average increase is \$20 per month per unit. This is less than a 5% increase. We have to be mindful of increased costs broadly, large capital projects coming and funding reserves according to the long-term plans. Jessica motioned to approve the budget as proposed this evening. Linda seconded. Motion carries. The budget mailing will be sent to the community by April 1<sup>st</sup>.
- C. City of A2 / OSI Tree planting and maintenance program: Consent to access private property and perform tree planting services – received by the city for us to sign. Discussion. Kendra will reach out to our insurance agent to get his opinion on #8 in the consent form.
- D. Perkins Chimney Proposals: this proposal includes all the units with active chimney leaks. These are the priority. The total cost (3 estimates) is \$52,215.00 and Jessica moved to approve them. John seconded. Motion carries. Dave would like this work scheduled as soon as we can.
- E. Home Spec 2620 WW: Proposal for extensive work at this unit came in at \$44,039.58. *The deposit will come out of this year's budget.* Jessica motioned to accept the bid; Linda seconded. Motion carries.
- F. Brainstorm Grant Opportunities: discussion. Table after more thoughts from board and committee members. Where can we get grants? Get landscape committee input. Revisit this again in the coming weeks to gather ideas and create a grant proposal.
- G. Siding: our reserve specialists suggested that this project be started by now. Currently we have targeted repairs and replacements to be done in 2029 as part of the re-siding plan. We will pursue outside advice for an evaluation (like RTA did for our roofing project, and what we sought out and did in getting the foundations evaluations). Going forward we can update the reserve study with informed preparedness.

## 10. Adjourn to Executive Session at 7:07 pm.