

Narrative of Activities for Pheasant Run Road Maintenance Association

April 2016

Revised 2016 sign installation drawings to remove yield sign removals on 4/1/2016.

Prepared RFQ to Dan's Custom Brickwork to repair Pheasant View entry monument on 4/1/2016.

Authorized Davey Tree Service to fertilize Summit Parkway trees per Davey approved quote on 4/4/2016.

Prepared updated RFQ for revised sign installation plan for speed limit sign installation on 4/5/2016.

Authorized Dan's Custom Brickwork to repair Pheasant View entry monument on 4/5/2016.

Prepared specification and performed walkthrough with landscape contractor Rolands Landscape to upgrade 6 subdivision entrances on 4/14/2016.

Authorized Fastsigns to purchase necessary materials to perform installation of 2016 speed limit sign installation package on 4/14/2016.

Review and search for historic minutes of meeting requested by board of directors and scan into memory on 4/21/2016.

E-mailed requested document **ADMINISTRATION OF THE MAINTENANCE OF LANDSCAPED AREAS WITHIN THE RIGHT-OF-WAY** to Fairway Pines roadway manager on 4/23/2016.

Removed damaged sign blade and authorized Big Bore Sign to repair damaged Summit Parkway/Southwick damaged sign on 4/27/2016.

Authorized Davey Tree Service to perform tree trimming and fertilization of trees along Glengarry Boulevard per approved quotation on 4/27/2016.

Mailed 2016 2nd quarter PRRMA invoices to member subdivisions on 4/27/2016.

Requested RFQ to provide **CAUTION CHILDREN PLAYING** warning signs for purchase and installation on 4/27/2016.

E-mailed quotation, for board review, to provide **CAUTION CHILDREN PLAYING** warning signs for purchase and installation on 4/28/2016.