

Narrative of Activities for Pheasant Run Road Maintenance Association

May 2016

Authorized repair of damaged sign and post at Summit Parkway/Southwick intersection on 5/1/2016.

Prepared and transmitted requested audit confirmation documents for 2014 FY to Myler & Szczypka on 5/3/2016.

Pick-up 2015 PRRMA documents from Myler & Szczypka on 5/5/2016.

Prepared and submitted audit documents to Travelers Insurance for Workers Compensation audit on 5/13/2016.

Complete and submit audit confirmation documents requested by Myler & Szczypka on 5/21/2016.

Conducted walk through with Oakley awn Service to review request for quotation to upgrade subdivision entrances on 5/26/2016.

Repaired inoperative site lighting at entrance to Fairway Pines subdivision at Canton Center Road/Glengarry entrance on 5/29/2016.