

Narrative of Activities for Pheasant Run Road Maintenance Association

August 2016

Suspended Oakley Lawn Service from Fairway Pines landscape upgrades per e-mails and W. Serchak request on 8/4/2016.

Mailed 2015 tax forms supplied by Myler & Szczyпка to IRS on 8/12/2016.

Updated Traffic Control site drawings completing on 8/20/2016.

Prepare documentation booklet for traffic control site drawings for board members completing on 8/21/2016.

Prepared and mailed State of Michigan annual corporate report on 8/26/2016.

Authorized Oakley Lawn Service to perform landscape upgrades authorized by board at Fairway Pines (two entrances and 4 monument areas) and The Canton Township area at Beck Road and Glengarry Boulevard (entrance and 2 monument areas) on 8/26/2016.

Scanned and e-mailed PRRMA 2015 audit prepared by Myler & Szczyпка as requested by board members on 8/28/2016.