

Narrative of Activities for Pheasant Run Road Maintenance Association

April 2017

Successfully negotiated the return of unused LED lighting to Michigan Chandelier for return of \$686.42 to PRRMA.

Returned unused LED lighting to Michigan Chandelier and received cash refund on 4/4/2017.

Confirmed repair of malfunctioning lighting at Beck Road and Glengarry Boulevard when contractor replaced malfunctioning lighting ballast at Glengarry Boulevard and Summit Parkway.

Prepared location drawings and authorized repair of non-functioning lighting located at 46727 Glengarry Boulevard as reported by Fairways representative on 4/17/2017.

Received replacement sign blade for Pinehurst Drive on April 20, 2017.

Observed driveway at 452 Merion being replaced on 4/24/2017. Prepared write-up of observations and submitted to W. Serchak.

Prepared preliminary documents for Workers Compensation audit required by Travelers Insurance on 4/25/2017.

Confirmed first of four tree fertilization applications by Davey Tree Expert along Glengarry Boulevard and Summit Parkway.

Authorized installation of missing sign blade at Pinehurst Drive/Highlands Drive 4/28/2017.