

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**August 29, 2006**

A regular meeting of the Pheasant Run Road Maintenance Association, Inc. Board of Directors was held at the Administration Building in Ann Conklin's Conference Room on August 29, 2006.

**Members Present:** Ann Conklin, Canton Township, Dave Nagy, Pheasant View, Craig Stevens, Fairways, John Burdziak, Canton Township

Excused: Ron Powell, Fairway Pines

Others: Tim Kljun, Roadway Manager

Ann Conklin called the meeting to order at 5:32 p.m.

**Approval of Meeting Minutes**

The minutes of the August 16, 2006 meeting were read. Motion to accept by D. Nagy with second by C. Stevens. Minutes were unanimously approved.

**Financial Activity Review**

Tim Kljun reminded the board about the two maturing CD's during the month of September. A motion was made by C. Stevens and seconded by J. Burdziak to transfer the funding of the maturing CD's to the current High Performance checking account at Community Bank of Dearborn. The motion was passed unanimously.

Tim Kljun presented the financial reports as of August 29, 2006, consisting of:

- Balance Sheet
- Reserve Account (Asset) Activity
- Statement of Income and Expense
- Narrative of Activities for the month of August, 2006

Conklin requested input and direction from the Board on the outstanding reserve payment due by Fairway Pines. The Board directed Conklin to draft a letter to Fairway Pines requesting verification that reserve funds are in escrow and the location of those funds.

A motion was made by C. Stevens and seconded by D. Nagy, to authorize the engagement of an attorney on behalf of PRRMA for the purpose of defining PRRMA's legal authority to collect reserve and how legally we change the reciprocal agreement, if necessary. The board unanimously approved the motion. The board further directed Ann Conklin to select an attorney.

**Subdivision "STOP" Signs**

A copy of the quotation from Tool Sport and Sign to add additional STOP signs at specified locations was distributed to the board. The board directed Tim Kljun to seek an additional quotation from an alternative source to perform the work. The board directed that additional locations, as specified in the Ron Powell e-mail, be added to the specified amounts identified on the quotation.

**Pavement Evaluation Report from Canton Township Engineering**

Each board member has received a copy of the report distributed by Ann Conklin. General discussion by the board occurred.

A motion was made by C. Stevens and seconded by D. Nagy that PRRMA follow the recommendations outlined in the Pavement Evaluation Report prepared by Canton Township Engineering. The motion was passed unanimously. The board referenced the R. Powell e-mail of August 28, 2006 10:39 AM as support for

the validity of the Pavement Evaluation Report prepared by Canton Township Engineering.

The board recommended the following repair sequence be implemented:

- Address immediate hazards
- Seal pavement holes
- Seal pavement cracks
- Seal back of curb and gutter adjacent to driveways
- Perform curb and gutter repairs
- Inspect catch basins

The board directed Tim Kljun to contact T&M Asphalt to obtain updated pricing to complete the repair sequence specified. Tim Kljun will e-mail updated pricing to the board prior to authorizing any work to begin.

The board directed each subdivision representative to identify the immediate hazards within their subdivisions and respond within one (1) week.

### **Updated Reserve Study**

Each board member has received a copy of the newly updated reserve study prepared by Reserve Advisors and distributed by Ann Conklin. General discussion by the board occurred.

The board directed Tim Kljun to make comparisons of the original reserve study vs. the reserve study of 2/12/06 vs. the updated reserve study of 8/2/06. The board also requires evaluation of the impact of special assessments, funding using loans/bonds and level monthly reserve assessments. The board also requires evaluation of opportunities of longer term investments.

The board directed Tim Kljun to provide an Excel version of the updated reserve study of August 2, 2006 to each board member.

The meeting was adjourned at 7:45 p.m. The next meeting is scheduled for September 27, 2006 at 5:30 p.m. at the regular location.

Respectfully submitted,

Tim Kljun for Ann Conklin