

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**September 27, 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 September 27, 2006.

**Members Present:** Ann Conklin, Canton Township, Dave Nagy, Pheasant View, Craig Stevens, Fairways, Ron Powell, Fairway Pines

Excused: John Burdziak, Canton Township

Others: Tim Kljun, Roadway Manager

Ann Conklin called the meeting to order at 5:40 p.m.

**Approval of Meeting Minutes**

The minutes of the August 29, 2006 meeting were read. Motion to accept by D. Nagy with second by C. Stevens. Minutes were unanimously approved.

**Financial Activity Review**

Tim Kljun presented the financial reports as of September 27, 2006, consisting of:

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

**Subdivision "STOP" Signs**

The board confirmed that the backing for the temporary stop signs was to be 1-1/2" thick. Tim Kljun will direct the contractor and make the necessary modification. Tim Kljun will direct the contractor to seal the appropriate surfaces of the backing boards to prevent water damage.

**Roadway Repairs**

The board requested if the contractor who installed the cart path crossing across Summit Parkway be identified. Tim Kljun will try to identify the contractor.

The board requested that the roadway crack fill technique and cost be confirmed. Canton Township has a quoted price of \$.60 per foot. The technique of routing and cleaning the crack prior to filling was the desired technique. Tim Kljun will confirm these issues with the contractor.

The board requested that the technique for sealing of the curb and gutter and driveway be identified. Tim Kljun will confirm with the contractor. The board directed that this sealing portion of the scope of work be removed from the bid. Tim Kljun will confirm with the contractor.

The board directed that the concrete flatwork portion of the scope of work be removed from the bid. Tim Kljun will confirm with the contractor. All concrete flatwork should be done by the approved contractor from Canton Township.

The board made a motion by D. Nagy and seconded by C. Stevens to accept the revised bid dated September 15, 2006 by T&M Asphalt Paving without line items #2 (Remove and Replace Concrete Pavement) and #12 (Driveway Joint Sealer Allowance). The motion passed with a unanimous vote.

The total price was estimated at \$178,303.50. Tim Kljun will communicate the board's decision to the contractor.

The board directed to adopt a competitive bidding process using per unit pricing for future contracts.

### **Reserve Study Analysis**

Tim Kljun presented the Reserve Study Analysis to each board member comparing the reserve studies of March 1999 (original), February 2006 (currently used study) and the newly updated reserve study of August 2006. The elements presented were

- Expense/Revenue Comparison comparing each of the three studies
- Investment Opportunity Timing for each of the three studies
- Assessments for each of member subdivisions
- Reserve Study Major Differences listing
- Reserve Study Expense Comparison
- Reserve Study Assessment Comparison

General discussion followed and the board requested that the following analysis be presented.

Project Expense projected vs. Actual

Funds Projected vs. Actual

The meeting was adjourned at 7:40 p.m. The next meeting is scheduled for November 1, 2006 at 5:30 p.m. at the regular location.

Respectfully submitted,

Tim Kljun for Ann Conklin