

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
June 11, 2008
5:40 p.m.

I. A regular meeting of the Pheasant Run Road Maintenance Association, Inc. Board of Directors was held at the Administration Building, Leisure Services Conference Room on June 11, 2008.

Members Present: Ann Conklin, Canton Township, , Craig Stephens, Fairways, Laura Gitre, (via conference call.) Fairway Pines, Tom Casari, Canton Township, Mark Waldbauer (arrived 6:20 p.m.), Pheasant View

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township

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

Mr. Stephens stated Fairway's Board has offered to meet with Fairway Pines and it was declined. Mr. Stephens stated he would be willing to meet with Fairway Pines at a regular PRRMA Board meeting. Ms. Gitre stated she will discuss with Fairway Pines Board welcome them to attend the next PRRMA Board meeting.

II. Approval of Meeting Minutes:

Motion by Stephens, supported by Casari to approve the April 2008 minutes. Motion carried by all members present.

May 2008 minutes tabled.

III. Financial Activity Review:

Tim Kljun presented the financial reports as of May 2008, consisting of:

- Balance Sheet
- Reserve Account (Asset) Activity
- State of Income and Expense Aged Receivable
- Aged Payables
- Narrative for May 2008
- Updated Maintenance and Repair Detail (accumulative totals)

A. Mr. Kljun stated the financials are on target and no unusual expenditure. Mr. Kljun will be sending each member an update CD investment timing schedule.

IV. Unfinished Business

A. Reserve Funding Discussions – Craig Stephens

1. Discussion on Allocated Percentages

Mr. Kljun distributed Policy No. 2 – Schedule of Annual Assessments – Revision 1.

Mr. Kljun stated the current percentages that are used for general administrative expenses are the same that is used for roadways.

Canton Township	12%
Pheasant View	22.9%
Fairways	31.75%
Fairway Pines	33.25%

2. Review of Administrative Charges

Mr. Kljun stated the proposal that was made at the May meeting is to have the general expenses which are a portion of the budget and should be allocated at 25% per subdivision including Canton Township. Mr. Kljun stated some items within the general expenses could not be at 25 % because they were a function of the roads. These items are professional services engineering and some professional services administration associated to roadways. Mr. Kljun stated he removed those from the administration fees. Mr. Kljun stated income taxes are contributions made to the reserve fund and those contributions are all made on the basis of the current percentages from above. Mr. Kljun stated insurance cost is incurred as a result of the allocation of roadways. Mr. Kljun stated those items from the general expense could be moved into another category which would have its allocation at the current rate and all others could be under the 25 allocation.

Mr. Kljun stated if we go with the allocation that is most fair 25%, Canton Township and Pheasant View will pay more, Fairway Pines and Fairways will pay slightly less.

Pheasant View will pay \$200 less
Canton Township will pay \$1,400 more
Fairway Pines will pay \$1,000 less
Fairways will pay \$800 less

Ms. Gitre stated she would like to take this proposal back to her HOA. Ms. Gitre stated she agrees with Mr. Kljun any professional services related to the roads should remain in the allocated percentages for roadways.

Ms. Conklin stated she would like the Board to take this information back to their perspective boards and this item will be voted on at the next meeting.

Mr. Stephens inquired how important this is to Ms. Gitre’s Board. Ms. Gitre stated it is important to her Board, unknown to the degree.

Ms. Conklin stated as far as Canton Township they want to be fair and has no issues with this amendment to Policy No. 2.

B. Insurance Updates

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C. Landscaping Repairs

TABLED

D. Shrub Responsibility

TABLED

E. Sidewalk Responsibility

TABLED

F. Further Discussion on Fairway Pines Proposal

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V. New Business

A. 2008 Road Repairs

Mr. Casari stated Canton has not been out to measure as of yet. Mr. Casari stated Mr. Stephens has questions. Mr. Casari stated in relation to the color used on the PASER summary, Canton did not break the roadway into smaller segments. Mr. Casari stated the way PASER is set up, it can be broken down into 1/10-1/20 of a mile segments. Mr. Casari stated Canton looks at intersection to intersection. Mr. Casari stated you base the road rating on the worst section. Mr. Casari stated if Mr. Zilincik saw areas on one stretch of the road that rated a 4 or a 5 he rated the whole road a 4 or a 5, not indicative that the entire road would be mill and resurface the entire road. Those areas will be marked individually.

Mr. Casari stated Mr. Zilincik will try and get out to mark and measure in the next several days to get a quantity. Mr. Stephens stated he is in favor of the current ratings. Mr. Stephens stated once marking is completed it would help to know what is proposed to be done at each marking. Mr. Casari stated paint marks that will be bracketed will be completed on areas that will be saw cut removed and replaced. Mr. Casari stated crack sealing will be observed and measured in feet and decide on a quantity and add 10-15%. Mr. Casari stated for a mill and resurface Canton will meet with the subdivision and walk the area in question. Mr. Casari stated Canton wants to get the quantities to Mr. Kljun so he can get prices.

Ms. Conklin stated between now and the next meeting the individual meetings with the subdivision will happen and PPRMA can put together an RFP and Mr. Kljun can get the bids and at the next meeting PRRMA can award the bids so PRRMA can be ready to go on August 1st.

B. Traffic Study

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C. Joint Meeting Agenda

Reviewed the presentations for the Joint Meeting

1. **History – Conklin**
2. **Breakdown of Responsibilities – Kljun**
3. **Road Repairs – Casari**
4. **Reserve Discussions – Stephens**

The meeting will be held at the Canton Township Administration Building in the lower level Room A.

Ms. Conklin excused at 6:45 p.m. for another meeting.

D. Policy #2 Changes

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VI. Other Business

A. Update on Pending Litigation

No discussion at this time.

Mr. Kljun stated he has one new item for the next meeting on a proposed budget for 2008-2009 based on current data. Mr. Kljun distributed a copy to each member present.

Mr. Kljun stated on the first page of the proposed budget looks at general expenses in the two categories discussed; a portion at 25% and a portion at current percentages. This reflects estimates on cost. The budget looks to be increased from 2007-2008 from \$26,297 up to \$30,787. Mr. Kljun stated he is recommending the 25% with general expenses broken down into two categories, one at 25% shared and the second category (items directly related to roadway; income tax, professional services engineering, insurance) at the current rate shared. This can be discussed at the July meeting. Mr. Kljun stated he will email a copy to all Board members.

The next PRRMA meeting will be held on Monday, June 14, 2008 at 5:30 p.m.

VII. Adjournment

Motion by Waldbauer, supported by Stephens to adjourn at 7:00 p.m. Motion carried by all members present.