

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
January 12, 2009
5:30 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 Monday, January 12, 2009.

Members Present: Ann Conklin, Canton Township, Tom Casari, Canton Township, Mark Waldbauer, Pheasant View, Laura Gitre, Fairway Pines

Members Absent: Craig Stephens, Fairways

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Paul Porter, Pheasant View

Ann Conklin called the meeting to order at 5:44 p.m.

II. Approval of Meeting Minutes:

- A. October 2, 2008 Minutes
Motion by Gitre, supported by Casari to approve the minutes for October 2, 2008 with minor corrections and clarifications. Motion carried by all members present.
- B. November 17, 2008 Minutes
Motion by Waldbauer, supported by Casari to approve the minutes for November 17, 2008 with minor corrections. Motion carried by all members present.
- C. December 15, 2008 Minutes
Motion by Gitre, supported by Waldbauer to approve the minutes for December 15, 2008 with minor corrections. Motion carried by all members present.

Ms. Conklin stated she has received a correspondence from Dave McIntyre, Midwest Pavement, on December 19, 2008 stating he does not agree with withholding payment.

III. Financial Activity Review:

- A. Tim Kljun presented the financial reports as of December 31, 2008, consisting of:
 - Balance Sheet
 - Reserve Account (Asset) Activity
 - State of Income and Expense Aged Receivable
 - Aged Payables

- Narrative for December 2008
- Updated Maintenance and Repair Detail (accumulative totals)

Ms. Conklin stated Fairway Pines has not paid as of this date. Ms. Conklin stated Fairway Pines had 21 days to pay after the judgment was signed. Ms. Conklin stated as of the middle of last week the Judge signed the judgment and Fairway Pines has 21 days to pay. Ms. Gitre stated Fairway Pines voted not to appeal. Ms. Gitre stated Fairway Pines sent a letter to PRRMA's attorney to find out how much interest is included. Mr. Kljun stated the dues payment for the second quarter due the 30th of November of 2008/2009 was only partially paid by Fairway Pines and this was after the judgment was signed and is not part of the judgment. Ms. Gitre stated she will send Cliff a note on this matter.

Canton has until the end of January to pay their dues.

Mr. Kljun stated for the past 12 months ending December 31, 2008, PRRMA was successful at achieving \$13,565 in interest on investments. Mr. Kljun stated it was \$800 over target.

Mr. Kljun distributed the final audit for each of the subdivision for 2007. Mr. Kljun stated by the end of January, the auditors will have all the documents for 2008 even though PRRMA is running on a fiscal year of August-July, the auditors are operating on a January-December fiscal year. Ms. Conklin stated we spoke to the auditors and they can switch their fiscal year to match PRRMA's. Mr. Kljun stated he will take care of contacting the auditors.

IV. Unfinished Business

A. Road Repairs

i. 2008 Program – follow up

Ms. Conklin stated we need to stay on Midwest Paving in the spring for the necessary repairs. Mr. Kljun stated he has a list of all the needed repairs including the crack sealing, which did not take place at all this last year. Ms. Conklin stated this will not be a basis for all repairs for 2009, it will be the basis for cleaning up the contract for 2008. Ms. Conklin stated there could be additional repairs needed.

ii. Pavement Management System Proposal

Mr. Porter stated it is a lot of money. Mr. Porter inquired what PRRMA paid the engineering firm on the inspections for work completed this year. Mr. Kljun stated it was \$11,000. Mr. Porter stated he did not know if PRRMA got it's monies worth from the engineering firm this year.

Ms. Conklin stated in the long run Pavement Management System will save PRRMA money. Ms. Conklin stated she wished they would have included what they charge for construction management in the RFP. Maybe this might show that we are not really paying much more than what we paid this year.

Ms. Gitre inquired how much PRRMA paid for the Reserve Studies. Ms. Conklin stated the reserve study was in the range of \$3,200-\$3,600. Mr. Casari stated once Pavement Management System builds the model that is it. Mr. Casari stated every couple of years they will come out and check the rating of the pavement compared to the model to make sure the model is on track. Mr. Casari stated that is a half of a days work and insignificant. Mr. Kljun stated the cost estimate is to build the initial model and any recurring cost would be incurred to go out and refresh the system or check it in addition to this initial cost. Mr. Casari stated it would probably be \$1,500 every 2-5 years to check the model. Mr. Casari stated the model will take care of all the work that Canton engineering has done in the past. Mr. Casari stated when PRRMA decides what amount they want to spend yearly, Pavement Management System will take that amount and plug into the model and indicate what sort of pavement condition you will receive. Mr. Casari stated if that is not sufficient for PRRMA and they want a better quality of road maintenance, Pavement Management System will indicate how much PRRMA needs to spend on an annual basis to keep the roads at that rating. Ms. Gitre stated someone will still have to go out and examine the roads to indicate where the problems are. Ms. Conklin stated yes, but what PRRMA won't be paying for any longer is the initial inspections that Mr. Zilincik did for PRRMA. Ms. Conklin stated Canton did the initial drive through with all subdivisions, the development of the RFP and then the follow up. Ms. Conklin stated the initial inspections would be eliminated with Pavement Management Systems. Ms. Gitre stated you still have to go out and walk the roads and assess the roads and plug into the model.

Mr. Casari stated PRRMA will end up with a standard specification booklet that will be used in all cases all the time. Mr. Casari stated Canton developed one that they can give Pavement Management System but they will probably modify it and will keep it updated as standards change. Mr. Casari stated there will be the need to go out and visually look at the pavement and determine the square footage of the types of repairs needed and the model will help you decide what you do. Mr. Casari stated you will turn everything over to one firm with Pavement Management System. Mr. Casari stated Pavement Management System will also be available for inspections according to the specifications. Mr. Casari stated PRRMA paid for inspections, Canton to go out and put this together, and you will still have to pay for all of those items, but what you will have is a model for \$24,500 that will take the need to go out and do a PASER rating of the roads and eliminate a lot of that. This will allow PRRMA to manage the pavement to the level we all agree with. Mr. Casari stated it will give PRRMA the ability to plan your expenses better. Ms. Gitre stated she agrees and thinks it is a planning tool and does not feel it eliminates any of the work for PRRMA. Ms. Gitre stated PRRMA still has to go out and rate the roads, decide how much work PRRMA has to do. Mr. Casari stated it will reduce the effort, and yes, you will still have to do that. Ms. Conklin

stated it will be under one agency. Ms. Conklin stated Mr. Zilincik is no longer with Canton and Canton is not filling this position.

Ms. Gitre inquired if quality assurance is included. Ms. Conklin stated no, it is not included in the quote.

Mr. Casari stated it is an excellent planning tool and will streamline all the other tasks involved and help make decisions based on how much does PRRMA want to spend. Mr. Casari stated the model does do a detailed evaluation of the existing pavement including cores of pavements. The model will indicate where PRRMA is at with the pavement at this time. Ms. Gitre stated it will help PRRMA be more consistent with the quality of the roads.

Ms. Conklin stated Mr. McIntyre, Midwest Paving, suggested next year PRRMA hire the engineering firm and have them in place before the concrete curb and gutter replacement reconstruction starts. If the engineering firm was on site before the contract was completed the situation would not be ongoing. Ms. Conklin stated by hiring Pavement Management Systems the full responsibility would fall completely on them for all aspects of the job.

Ms. Gitre stated before PRRMA makes a decision she would like to see what the total fees are going to be. Ms. Conklin stated she would also like to find out how Mr. Stephens feels about this proposal.

Mr. Waldbauer stated his initial feelings were that Pavement Management Systems was relatively cheap. Mr. Waldbauer stated that he asked the representative at the end of the presentation the level of their involvement, their availability for their inspection portion while the work is being done. Mr. Waldbauer stated he would like the entire project to be under one umbrella. Mr. Casari stated he feels they would be available, because they want the work. Ms. Conklin stated the only question is how much would they charge. Mr. Casari stated Pavement Management Systems gave us their hourly rates, under \$100. Mr. Casari stated their numbers seem to be maybe 20% less than other firms. Mr. Waldbauer stated when he looked at the numbers he was quite pleased and expected them to be much higher. Ms. Conklin stated she agreed.

Mr. Waldbauer stated he would like to know if PRRMA can count on Canton Township to continue doing what they have for us. Mr. Casari stated in 2009 probably not at all. Mr. Casari stated PRRMA will have to hire someone to come in and put the program together.

Ms. Gitre inquired how long will it take Pavement Management Systems to complete the model. Mr. Porter stated he did not see that information in the proposal. Mr. Casari stated the coring will only take one day. Ms. Conklin stated she will add to the list of questions.

Ms. Conklin stated with all that PRRMA has been through in the last couple of years, Fairway Pines brought up some great points. We haven't had a sophisticated system. Ms. Conklin stated this brings some creditability that the entire Board can say this will take us to the next level. Ms. Conklin stated the initial investment is a lot, but in 3 years, we can say what did we do without this process. Mr. Casari stated it will be an investment spread over 10-12 years.

Ms. Conklin stated the questions are what it will cost to develop the RFP, how much it would cost to manage the construction, project manager, including site engineering also. And what is the timeliness of the preparation of the study. Ms. Gitre stated also the time line for the preparing the model. Ms. Conklin stated if there are any other questions email them to her.

Mr. Porter stated his gut impression is that Pavement Management Systems have been working with corporations on parking lots and industrial connectors and that this might be new territory. Mr. Casari stated Mr. Porter is right about corporations, but they have also done the connector roads that feed those parking lots which would be similar to what we are looking at. Ms. Conklin stated she will ask the question, what is your experience with roads vs. parking lots.

Ms. Gitre inquired is this something Canton is looking at. Mr. Casari stated yes, to some extent. Mr. Casari stated yes, the applicability of this for our parking lots, but also roads. Mr. Casari stated the County is not going to spend any money on our roads. Ms. Conklin stated Canton is going to get a price quote for parking lots. Mr. Casari stated this will help with budgeting.

B. Tree Trimming

Mr. Kljun stated he received the response back from Davey Tree Service on the tree trimming at the intersections. They could conduct it during this time period while the trees are somewhat dormant and do recommend it. Ms. Conklin stated that goes against everything she knows about trees. Ms. Conklin stated she will inquire with Leigh Thurston from Canton on how she feels about trimming now. Mr. Kljun stated the price to trim trees is \$125 per hour. Mr. Kljun stated to do all the trees in the subdivisions it would be a couple of days work, minimum. Ms. Conklin requested Mr. Kljun have Davey Tree Service submit a proposal and a time frame. Mr. Casari inquired if they remove the branches and seal the cut. Mr. Kljun stated they do not seal the cut. Mr. Waldbauer suggested the Township could come by and pick up the debris. Ms. Conklin stated yes, the Township could do that. Mr. Porter inquired if this would be all the street trees. Ms. Conklin stated only the trees at the intersections would be trimmed. However, this brings up a good point. Mr. Porter stated he thought it was the homeowner's responsibility to trim their trees. Ms. Conklin stated PRRMA has all the street trees. Mr. Kljun

stated this is a sensitive point because all of the street trees replaced have been the homeowner's expense. Ms. Gitre stated it should be the homeowner's responsibility. Ms. Conklin stated if the trees are not maintained at the seven (7) foot canopy, it is PRRMA's responsibility to make sure they are. Ms. Gitre stated we should notify the homeowner by letter and if those trees are not trimmed by such and such a date, then take action. Mr. Porter stated he thought the ordinance officer talked to PRRMA about this. Ms. Conklin stated the ordinance officer came by because someone from Mr. Stephens subdivision called. Ms. Conklin stated she does not believe they typically do this on private streets. Mr. Waldbauer stated they typically don't look for violations. Mr. Waldbauer stated he would be uneasy being responsible for the safety aspect, the 80 feet clear distance to a stop sign or traffic control device. Mr. Casari stated someone needs to walk and put residents on notice. Mr. Porter stated he would think PRRMA would have to get permission from each individual homeowner to touch the trees. Ms. Gitre stated no, she believes you would have to put the homeowners on notice. Ms. Conklin stated it is like the street letter mailed to homeowners. This starts with the Board members going to their HOA and then request one from PRRMA if the homeowner is not in compliance. Mr. Waldbauer stated it would be just like the snow ordinance; you have 48 hours to remove snow from a site. Mr. Casari stated he believes it is 72 hours if the snow is 2 inches or more. Mr. Waldbauer stated we are asking the homeowner be mindful of both. Ms. Conklin inquired is it a Township Ordinance or is it because PRRMA has adopted the Township Ordinance. Mr. Casari stated he would have to read the ordinance to see if it applies to public right-of-ways or all right-of-ways. Mr. Casari stated he is sure PRRMA has the authority to make sure it is done. Ms. Conklin stated when she first came on the PRRMA Board all agreed we would follow the Township Ordinance.

Ms. Conklin stated we need clarification on the trees and snow removal. Mr. Waldbauer stated when it came to street trees we provided the homeowner with the ordinance. Mr. Porter stated his subdivision puts it in their newsletter, they cut and paste from the ordinance.

Ms. Conklin stated for the February meeting we will get clarification on the trees. Mr. Casari stated the sidewalk ordinance reads, Section 62.37: "no person shall permit ice or accumulation of snow to remain on any sidewalk adjacent to a lot or parcel occupied by him or on a sidewalk adjacent to any unoccupied lot or parcel owned by him for a longer period of 72 hours after the ice or snow has formed or fallen. This does not include sidewalks to the rear of a lot or parcel." Ms. Conklin stated we should make sure that our Manual and Procedures provides for snow removal and have a sheet we can update, then we will find out specifically about the trees.

Mr. Porter inquired if the trees will be trimmed at stop sign locations or street sign locations. Mr. Kljun stated it will be at stop sign locations. Mr. Porter

inquired if there are any regulations that we have to have stop signs at certain locations. Ms. Conklin stated yes, a couple of years ago, someone came in and did a traffic control study and set up a traffic control plan based on routes and we tried to get a couple of them eliminated or added in Pheasant View and the traffic engineer could not recommend it. It is based on how they project traffic flow, how cars will stack up and it is a science to this study.

Ms. Gitre stated her husband inquired if PRRMA can pull the stop signs at golf cart crossings during the winter. Ms. Conklin stated we asked that question and they indicated what happens is a person gets conditioned not to stop even during the golf season. Mr. Casari stated once the stop signs are up, no one is going to take the responsibility to recommend for them to be removed. Mr. Porter inquired if there are to be stop signs at golf cart crossings, why are they not regulation size. Ms. Conklin stated the 20 inch stop signs are overbearing and are not necessary. Mr. Casari stated the manual enforces two sizes, the 24 inch and the 30 inch and maybe 18 inch based on the location and intersection. Smaller sizes will not be enforced by Public Safety.

C. Insurance Updates

Ms. Conklin stated a letter was sent to the individual who hit the sign in Pheasant View. Ms. Conklin stated there was no response. Mr. Kljun stated there will be another damaged sign forthcoming at Crowndale and Stonebridge Way. Mr. Kljun stated he has contacted the bus transportation department based on the documents that were provided and informed them that they are responsible. They stated please send them the letter with all of our support documents, with witnesses and there were witnesses. Mr. Waldbauer stated it was one of his children. Mr. Kljun stated since that witness is under age, should we name them in the letter. Ms. Conklin stated in the letter have them contact Mr. Waldbauer. Mr. Kljun stated Mr. Porter indicated there is another sign down at the other end of Crowndale and Stonebridge and has been down for two weeks. Ms. Conklin will have someone pick it up and place a portable sign.

Ms. Conklin stated in the future email her for any damaged signs and she will forward to the Parks employees. Mr. Porter stated he is still trying to find out the details on who hit the sign.

Ms. Conklin stated Paul Robinson is a Park employee, and he has a relationship with Fast Signs, and they indicated there is a serious problem with the signposts rotting. Ms. Conklin stated Paul indicated he might have an idea for these deteriorating signs. Mr. Kljun stated the last sign repaired had the concrete base with square sleeve and putting the sign on top of the sleeve to prevent some of the rotting issues. Mr. Kljun stated this seems to be the standard procedure. Ms. Conklin stated Fast Signs is faster and cheaper.

D. Policy #2

Ms. Conklin stated we will keep this on the agenda and eventually it will need to be changed.

E. Sidewalk Responsibility

Mr. Casari brought a copy of the ordinance to the meeting and indicated it is generic. Ms. Conklin stated Mr. Stephens is preparing a sidewalk inspection program based on the ordinance. Ms. Conklin stated she will PDF this ordinance and send to Mr. Stephens. Mr. Casari stated this ordinance set up as a policy; however this does not have the latest ADA compliant requirements. Mr. Casari distributed the contract the Township has with Wade Trim and this will give you an idea what you might have with an engineering firm. It indicates the provisions with attachment A, which spells out the project, listing the roads and possibly the addresses and square feet. Mr. Casari stated PRRMA could spell out what is required by the contractor in the contract. Mr. Casari distributed the survey sheets that could be filled out on the walk through for each address. Mr. Casari stated this sheet can be modified to suit your purposes.

Mr. Kljun stated Mr. Zilincik used this survey sheet for previous inspections and we have them for current sidewalk conditions. Mr. Casari stated in the spring, PRRMA will want to re-walk the sidewalks and update. Mr. Kljun stated if he copies the current sheets on a disk could Canton put them in an electronic file. Ms. Conklin stated yes, we can create a PDF and send to all of the subdivisions. Ms. Conklin stated they will not be able to be modified unless it is a template. Mr. Porter stated you have to have the full version of Adobe, not the read-only version, then you can go in and modify. Mr. Porter stated if you created it in Adobe you can modify, but if scanned you cannot modify. Mr. Casari stated he will find how Canton's form is created and if possible he will try and send electronically to the Board.

Mr. Waldbauer inquired what is the benefit of doing all of this. Mr. Waldbauer stated if he has the booklet and if in order, it is just as easy for him to go out and walk and fill out the sheets. Mr. Porter stated after the repairs are made you will need to update and you will need to start with a new set of blank sheets each year. Mr. Casari stated if you have it electronically and inspect each year, you would have an ongoing record. Mr. Porter stated he feels it is just as easy to create in Excel.

F. Further Discussion on Fairway Pines Proposal

Ms. Conklin stated at the last meeting we table the discussion on Fairway Pines proposal. Ms. Gitre stated she has the recommendations from Fairway Pines from over the last three (3) years with comments on each. Ms. Gitre stated most of the open items are related to percentages and road ratings. Ms. Gitre stated she would like to have this discussion at the next meeting, and

discuss, and whatever is left, discuss at the February meeting. The entire Board is agreeable to this.

G. Other Old Business:

Mr. Casari stated Canton is under design with the Crowndale/Beck intersection and it is 40% complete. Mr. Casari stated he has asked about limiting the through movement west to east, doing a right arrow and left only arrow. The engineers stated there maybe some problems with the width of the intersection and it may not be adequate. Mr. Casari stated there may be enough room for two cars to get out side by side going eastbound on Central Park but there may not be two regulation size lanes to have the arrow and arrow only lane. Mr. Casari stated he has asked the engineers specifically to verify and let him know as soon as possible. Mr. Casari stated what we are trying to do at that location is prohibit eastbound Central Park coming into Pheasant View. Mr. Casari stated he may know more in the next couple of weeks. Mr. Casari stated they are moving forward on the widening of that intersection and traffic signal.

V. New Business

A. Pavement Management System Discussion

Discussed in IV. A. road repairs, ii.

B. Manual of Procedures for Operations of PRRMA

Ms. Conklin stated this is ongoing. Ms. Conklin stated we will add: Roberts Rules of Order, Conduct at meetings, Ordinances, Published Agendas, Meeting Procedures, and Agendas.

Ms. Conklin stated she has contacted the attorney and he indicated he did not have any issues, but we need to formally put in writing the above listed items.

C. PRRMA Website

Ms. Gitre stated she feels it would be good to have a PRRMA website and all materials can be published on the website.

Mr. Kljun inquired why a password is needed to get into the Fairway Pines website. Ms. Gitre stated she has no idea, and she has been to the website and not needed one. Mr. Kljun stated he has tried within the last two days and it required a user name and password. Ms. Gitre stated someone must be working on it. Mr. Kljun inquired is this to prevent someone other than a member to see financial documents. Mr. Porter stated Pheasant View puts their subdivision and PRRMA financial documents on their website.

Ms. Conklin stated it was originally indicated that the individual subdivisions have their own website, but it wouldn't be bad for PRRMA to have one for general information and link to the individual HOA's websites. Ms. Conklin stated we could piggyback off the Canton website.

Ms. Conklin inquired if Ms. June Waldbauer does websites. Mr. Waldbauer stated he hated to speak for her, but he will ask for a proposal for a PRRMA website. Mr. Waldbauer stated the problem is maintaining a website with new information. Mr. Kljun stated he could maintain internally. Ms. Conklin stated this would help make PRRMA transparent.

Mr. Waldbauer stated in Pheasant View, signs are placed at subdivision entry points indicating an information alert; check the PVHA website for details. The website counters show an increase in hits immediately after the alert.

VI. Other Business

A. Litigation Update

Discussed previously.

B. SPECIAL MEETING – January 26 to discuss percentage allocations

Most of the meeting will be devoted to percentage allocations. Ms. Conklin stated at this meeting Mr. Casari and she will present the research they have done and what the opportunities are for discussion.

VI. Adjournment

Motion by Waldbauer, supported by Gitre to adjourn at 7:10 p.m. Motion carried by all members present.