

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JANUARY 11, 2010
5:30 p.m.

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 11, 2010.

Members Present: Ann Conklin, Canton Township, Tom Casari, Canton Township, Mark Waldbauer, Pheasant View, Craig Stephens, Fairways, Pete Sandys, Fairway Pines

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Laura Gitre, Fairway Pines

I. Ann Conklin called the meeting to order at 5:45 p.m.

Ms. Conklin stated tonight is Ms. Gitre's last evening with PRRMA. Ms. Conklin thanked Laura Gitre for her service to PRRMA. PRRMA members appreciate Ms. Gitre's good ideas and assistance during a difficult time.

Ms. Conklin introduced and welcomed Pete Sandys, Fairway Pines, who will be taking Ms. Gitre's place with PRRMA.

a. Approval of Meeting Minutes:

- i. November 16, 2009 Meeting Minutes
Motion by Stephens, supported by Casari to approve the minutes for November 16, 2009 as amended. Motion carried unanimously.

II. Financial Activity Review:

a. Current Report

Mr. Kljun stated he distributed via email the December 2009 financials to all members. There were no questions concerning these financials.

Ms. Gitre stated she will work with Mr. Sandys on the past dues for Fairway Pines to be taken care of.

Mr. Kljun stated there are no unusual expenses through the end of 2009.

Mr. Kljun stated an insurance invoice was received for January 2010 for 12 months. This invoice has increased \$40.00 from last January 2009. Mr. Kljun stated an approximate 12% (\$250) increase will be noticed for 2010. Mr. Kljun stated two claims were made in 2009; one for \$4,700 (*Street light hit by*

vehicle) and one for \$1,700 (*entry monument*) equaling \$6,400. Mr. Kljun stated no notification of the increase in premium was received from the insurance company. Mr. Kljun stated he will notify the agent and inquire why PRRMA was not notified of the increase in premium.

Ms. Conklin stated Mr. Stephens had a question on the Independent Review regarding the 10% reserve fund. Ms. Conklin stated the accountant stated he should not have included it because it was for condominium associations and PRRMA does not fall into that law.

Mr. Kljun stated he has the quote that came in for Fairway Pines for a street light and sign on Glengarry and Marion that was shirred off. There was no identification of who did this. No police report was made, however Mr. Kljun will follow up. Mr. Kljun stated the cast aluminum light fixture was destroyed. Mr. Kljun stated we have one replacement light in stock and is currently in storage with Canton. The sign will be reordered when used. Fast Signs replaced the other damaged light and sign and their quote for this replacement is \$4,218.80 which includes purchasing another light. Fast Signs will also order the replacement spare light. These lights are used all along Glengarry including Fairways Subdivision.

Mr. Kljun had photographs of the damaged sign. Ms. Conklin inquired if we need to get another quote per the policy. Mr. Kljun stated Fast Signs capped the electrical wiring and removed the damaged sign and light. If Fast Signs is not awarded the project, PRRMA will have to pay them for the work already completed. Mr. Kljun stated Tool Sport and Sign have quoted the previous damaged sign and was very expensive and the other vendor would not make the installation the way PRRMA desired. These bids were received in March 2009. Mr. Casari stated generally speaking the finance policy indicates that each project is bid individually. Mr. Casari stated if a contractor holds their prices for the upcoming year and the Board approves, we use the same contractor. Mr. Sandys stated we may want to consider purchasing a second backup light. Mr. Kljun stated the light fixture is \$1,600. Mr. Sandys stated then the bid is ok. Ms. Conklin stated the quote could have the purchase price of two or three lights plus labor. Mr. Sandys stated we may get a better price for the lights if we purchase three lights.

Mr. Kljun stated the purchase of the current extra light was purchased in 1995 and has been almost 10 years since we have needed it. Mr. Kljun stated do we want that much money tied up in two light fixtures for approximately 10 years. Ms. Gitre stated, then again, we have had two in one year needing replaced.

Ms. Gitre inquired what PRRMA paid last year. Mr. Kljun stated Fast Signs quote was \$4,900. Tool Sports was also \$4,900 and D.K. Electric didn't bid and Basic Electric would only do a portion of the project.

Motion by Stephens, supported by Sandys to hire Fast Signs for the repair of the light and sign on Glengarry and purchase two extra street lights. Motion carried unanimously.

Mr. Casari inquired if it would be cheaper to purchase the lights and have them delivered directly to Canton for storage and payment. Mr. Kljun stated he will check and inquire if the price will be less.

III. Unfinished Business

a. Road Repairs

i. Inspection Reports for 2009 Program

Mr. Casari presented the Board with an official inspection report from Spalding DeDecker to be on file. Mr. Casari stated the report was indicative of a good job overall. Ms. Conklin and Mr. Stephens stated they thought overall a good job was done on the roads in 2009.

Mr. Stephens stated he would like to have more discussion next year on the crack sealing. He does not feel we received a significant amount of crack sealing. Mr. Stephens stated he would like to understand the decision criteria for crack sealing. Ms. Conklin stated that would be a direction for the engineer for the 2010 Repair Program. Mr. Stephens stated the crack sealing that was completed was done at a much higher standard than in the past. Ms. Conklin stated she believes the crack sealing was done based on the amount of money we provided for crack sealing. Mr. Casari stated we had an allowance for crack sealing. When we did not do all the slurry seal we had money left but also it was at the end of the year and hard to add any additional items in. Mr. Casari stated the issue with crack sealing was there is a minimum width unless you are routing the crack out. Mr. Casari stated if there is a crack then we probably want to seal it to keep the moisture out. Mr. Casari stated next year if we continue the rout and fill, we need to tell the contractor you need to measure all the cracks and make that a number one priority to get them all and any money left we can target into the other types of repairs.

Mr. Stephens stated if we have a fixed amount of money we are spending on the roads, what is the relative value between bringing a certain area of road up vs. filling lots of cracks. Mr. Casari stated he thinks Mark Balon is doing this with the model. Mr. Casari stated typically where there are cracks, the only issue; you just need to fill the cracks. This is the most cost effective remedy. Ms. Gitre inquired since we didn't slurry seal, could we have missed some cracks. Mr. Casari stated that could be possible. In the past when we reached the allowance we stopped repairs. Mr. Casari stated assuming we

will hire Mark Balon again this year, that we will ask them to concentrate their attention on repairing all the cracks where crack sealing will give us the most for our money. Mr. Casari stated the same thing happened with the pot holes. We did not know we would have as many as we did. All pot holes will be marked and patched in 2010.

Mr. Casari stated he would like Spalding DeDecker to come in for the next meeting and discuss the proposed repairs for 2010 and the fee for these services or send in a proposal. All the issues with the 2009 program can be discussed at that time. Mr. Casari stated he will contact Mark Balon this week and see if he can attend the February meeting.

Mr. Sandys inquired if members remember rumblings of the repairs being late and into November in the past, and didn't stick right. Mr. Sandys inquired if that was a real issue overall or just in Fairway Pines. Mr. Casari stated he didn't see much of that this year. Ms. Conklin stated the repairs were much timelier this year than before. The rain delayed the repairs for approximately 2 weeks. Mr. Stephens stated the crack sealing and pot hole repairs went later than we would have liked. The road repairs went very well. Ms. Conklin stated it is pushing to get the repairs started by August.

Mr. Kljun stated maybe there will be improvements in timing if we are carrying over the same engineering firms. Mr. Stephens stated in February when Mark Balon from Spalding DeDecker comes to the meeting we need to discuss the plan and input from the subdivisions by a certain date, the walk through by a certain date, get approvals by a certain date, and devise a time line. Ms. Conklin stated we had a time line last year and in August it came to a screeching halt. Ms. Gitre stated we dealt with pot holes after the fact and this year they should be included in the program.

Mr. Stephens stated the Spalding DeDecker should have the repairs marked so everyone knows the repairs that will be made in 2010. Mr. Kljun stated there was a change in scope with the slurry seal that could have thrown off the timing last year.

Ms. Conklin inquired if there have been any comments on the slurry seal. Mr. Stephens stated it is not smooth, and doesn't look quite as nice, but it covered up some unsightly road surface and could be of value. The residents comments were more questioning what PRRMA was doing.

Mr. Casari stated Mark Balon suggested applying slurry seal where there weren't any homes due to the difference in appearance of the finished product. Mr. Casari stated he believes the process for applying slurry seal is they blow off the road surface and make sure it is dry and then apply the slurry seal. This year the machine setting was off and it was applied in a less than uniform process. Mr. Stephens stated we discussed this process might be used for a roadway that had a lot of cracking and possibly by using slurry seal we may get a couple more years out of it.

Mr. Waldbauer stated this whole entire process with time and the proper data input, the model should almost dictate what repairs should be done and should shorten our lead time.

Mr. Casari stated we could ask Mark Balon for the list of repairs for 2010 at this time; however in May after the end of the freeze and thaw, it may look a little different and we need everyone's input.

Ms. Conklin inquired if Fairway Pines gave PRRMA any creditability with the plans and repairs made this year. Ms. Gitre stated the jury is still out, but they saw that PRRMA got a lot of the work completed early, and was concerned with the crack seal. Ms. Gitre stated she believes it has to play out another year to see if it is of value or not. Mr. Sandys stated by in large he believes it was acceptable.

Mr. Kljun inquired if Spalding DeDecker will do sidewalks. Mr. Stephens stated the painting of red and green to make the sidewalks will be done differently this year. He believes we did say that Spalding DeDecker will do sidewalks also this year. Mr. Casari stated part of Spalding DeDecker's process was to look at curbing and sidewalks.

Mr. Sandys stated he heard favorable remarks on the traffic control while the road repairs were being done. Mr. Stephens stated he did not receive any complaints either. Ms. Conklin stated they did take good care of the residents, however Glengarry and the Summit were a different story. Mr. Casari stated they were very considerate of homeowners, but where there were no homes such as Glengarry and Summit it was a challenge.

Mr. Stephens stated he would like Spalding DeDecker to do the sidewalks also. Mr. Casari stated he thought Spalding DeDecker included inspecting the sidewalks. Ms. Conklin stated she thought they inspected the work, not what actually

needed to be done. Mr. Waldbauer stated he remembers discussion on the driveway approach with Spalding DeDecker but not sidewalks specifically. Ms. Conklin inquired if the Board is comfortable walking their own sidewalks if we come up with the criteria (adopted Canton's). Ms. Gitre stated the Board needs to go back and ask their respective HOA Boards and bring back feedback to the PRRMA Board at the next meeting. Mr. Casari stated if the PRRMA Board directed each subdivision to mark to the Township standards, we could then compute a cost estimate and see if it fits the budgeted amount for the year. We could have Mark Balon include the sidewalks in the bid specifications, and for them to inspect the work. This way the associations are handling their own sidewalk for PRRMA, however the PRRMA contractor is putting in the bid, bidding it out with the pavement work and inspecting the repair of it. Mr. Casari stated engineering will do Canton's portion. Mr. Casari explained the process for the sidewalk forms (Canton's) to be used for repairs needed.

Mr. Casari stated the best time to walk the streets is in April. Ms. Conklin stated by May 1, 2010 everyone should have their sidewalk forms turned in. Mr. Casari stated he will send sidewalk inspection form electronically to each Board member. Ms. Conklin requested Mr. Kljun place in the Manual of Procedures that by May 1st of every year the sidewalks inspections will be done and include the form along with the standards.

Mr. Sandy inquired if each HOA Board has to have someone volunteer to walk around the sidewalks of the subdivision and mark them. Ms. Conklin stated yes, that is the plan.

Ms. Gitre inquired about the sidewalks that are at Beck and Canton Center and Cherry Hill. The main roads are the HOA responsibility. Mr. Stephens inquired if PRRMA can submit those with the subdivisions repairs and have PRRMA bill back the HOA for those that are the responsibility of the HOA. Mr. Casari stated he has a map that will show the boundary for Fairway Pines and Fairways.

Mr. Waldbauer inquired if an intersection requires that sidewalk work be done, with the repair involve meeting ADA requirements. Mr. Casari stated the way the law reads is if you overlay any part of the pavement at an intersection an overlay constitutes construction adequate enough to justify the ramps to be brought up to ADA compliance. If you are replacing a ramp at an intersection you have to put it back according to current

ADA guidelines. If you are not making any repairs at an intersection, you are not required to bring up to ADA compliance. If a flag is to be replaced Engineering would have to come out and inspect.

- ii. Directions to Engineer for 2010 Repair Program
Will be discussed with Mark Balon from Spalding DeDecker
- iii. Striping for Golf Cart Crossings
Mr. Casari stated Ms. Conklin sent to him the plan that Dietrich Bailey came up with originally with the yellow striping which looked to be adequate and the yellow will be highly visible. Mr. Casari stated other colors could be used as well as the *stick on pavement marking* applied hot that resembles the brick pavers. Mr. Stephens stated he would like to do the yellow striping. Ms. Conklin stated it could be done in the early spring.

Mr. Sandys inquired who shovels the sidewalk at the golf cart crossings. Mr. Sandys stated he noticed that a lot of them are never shoveled. Mr. Casari stated if there are sidewalks that are used by pedestrian traffic; those have to be shoveled by whoever owns the walk. Mr. Casari stated the ordinance requires that if there is more than a 2 inch snow they have to be shoveled. Mr. Kljun stated the Township has shoveled the cart crossings on Glengarry on both sides between holes 5 and 6 and also other areas. The Township is responsible for those sidewalks that abut the golf course. Ms. Conklin stated she will speak to the person responsible and it will be taken care of. Ms. Conklin stated Canton should be removing snow near holes 19, 27, 3&4, 1&2, 4&5, 5&6 and add 6&7 and Glengarry from Beck to Summit on the Pinewood side.

- iv. Traffic Control on PRRMA streets
Ms. Conklin stated the Public Safety meeting is schedule for next week. All issues have been brought up; however Public Safety is not a proponent of speed bumps or individuals giving tickets.

Mr. Casari stated Ms. Conklin provided a plan that was approved. The plan was submitted to Public Safety and asked Pheasant View to come in and complete the application. Lt. Scott Hilden from Canton Public Safety inspected and sent a memo on December 16, 2009 which was forwarded to the Board. Public Safety indicated the stop signs are not in compliance with the Michigan Manual Uniform Traffic Control Devices. The only proper signs are the large ones at the golf course cart crossings. Several of the signs do not have

the necessary clearance. The bottom of the sign has to be 7 feet off the ground. Public Safety is recommending one additional speed limit sign.

Mr. Casari stated if Public Safety enforces non-compliant signs, in court if someone challenges they can beat the ticket. The Michigan Manual is taken from the Federal Guidelines. The stop signs are too small. There are two types that are acceptable, 24" x 24" and 30" x 30". The stop signs posted around the subdivision are smaller than the minimum size requirement.

Mr. Kljun stated when Ms. Conklin first joined PRRMA there was a disagreement with residents in Pheasant View because they didn't want obtrusive signs. There was an agreement with Tool Sport and Signs for the smaller signs. Ms. Conklin stated the Pheasant View Homeowners Association knew the consequences at the time and were willing to run that risk. Mr. Kljun stated Pheasant View is the only subdivision with the smaller signs. The only problem that Fairway Pines and Fairways would have is where the smaller signs were installed under the larger signs to improve visibility. If those were to be removed they would be in compliance.

Mr. Casari stated Public Safety stated the signs need to be retro reflective in Pheasant View so they are visible at night. Mr. Kljun stated there maybe approximately 50 signs that will need to be replaced. Mr. Waldbauer stated he believes there are only 15 signs. Mr. Kljun believes the signs are \$100 each to replace. Mr. Waldbauer stated there are 30 inch signs and 24 inch signs at the golf cart crossings and anything else is internal which should be approximately 15 signs. The speed limit signs are at 7 feet clearance. Mr. Casari stated Sgt. Hilden stated there are stop signs that are not large enough, and in general most of the signs do not have 7 feet clearance. Sgt. Hilden is recommending that a speed limit sign be posted at the entrance of the subdivision off Beck Road. Mr. Waldbauer stated there are speed limit signs at both entrances off Beck Road. Ms. Conklin stated she will bring Mr. Waldbauer's concerns up when they meet next Tuesday or Wednesday. Ms. Conklin stated Public Safety is willing to come and meet personally with the homeowners groups to discuss these safety issues.

Mr. Waldbauer submitted a listing of all signs that were approved by this Board and it states they are ok. Ms. Conklin stated yes, they were approved by PRRMA; however they knew there would be consequences. This decision was based

on a compromise at the time. Mr. Waldbauer inquired at whose expense will these signs be replaced. Ms. Conklin stated we don't know at this time. Mr. Waldbauer stated speaking for his Board, no one is opposed to eliminating the lower signs and removing all the 18 inch signs and installing the retro reflective 24 inch signs, this will not be a problem. Spending another \$10,000 will be a major problem. Mr. Casari suggested replacing the signs at \$100 per sign and the homeowners association taking the old signs down and put the new ones up. Mr. Kljun stated each sign has a wood backing that will need painting.

Ms. Conklin stated we will have the meeting with Public Safety next week and get some prices and recommendations.

b. Independent Review of Books

Ms. Conklin stated she did follow up with the accountant.

c. Sign Replacement Plan

Mr. Kljun stated he has no new information at this time. Mr. Kljun stated the quote to replace the bottom portion of the signs was \$300 each. Mr. Kljun stated this is unacceptable with the Board and we need to get further quotations to replace the bottom toe boards of the signs. Ms. Conklin stated as they break we will replace them.

Mr. Casari stated the maintenance man for his association replaces the signs in his area. He will speak to him and get information.

IV. New Business

a. None

V. Other Business

None

Mr. Kljun inquired if all Board members have the assessment schedule for this year. Mr. Kljun distributed those to all Board members.

The next meeting will be Monday, February 22, 2010 at 5:30 p.m. Mr. Casari will check with Spalding DeDecker to see if they can attend this meeting.

VI. Adjournment

Motion by Gitre, supported by Stephens to adjourn at 7:10 p.m. Motion carried unanimously.