

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**July 14, 2010**  
**6:30 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 Wednesday, July 14, 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, Dave Coppola, Al's Asphalt, Jim Sample, Al's Asphalt and Paul Tulikangas, Spalding DeDecker

**I. Call to Order**

Ms. Conklin called the meeting to order at 6:42 p.m.

**a. Approval of Meeting Minutes:**

- i. May 25, 2010 Meeting Minutes  
Motion by Waldbauer, supported by Sandys to approve the minutes for May 25, 2010 as presented. Motion carried unanimously.
- ii. April 12, 2010 Meeting Minutes  
Motion by Waldbauer, supported by Stephens to remove from the table the minutes for April 12, 2010. Motion carried unanimously. Motion by Waldbauer, supported by Sandys to approve the April 12, 2010 minutes. Motion carried unanimously.

**II. Financial Activity Review:**

**a. Current Reports**

Mr. Kljun stated he emailed the report dated June 30, 2010. There are no unusual conditions within the report. The Board did not have any questions.

Mr. Kljun stated PRRMA received a check from the insurance underwriter for the damage of the light at Glengarry and Marion, less the \$500 deductible. Mr. Kljun stated there is no accounts receivable other than Fairway Pines.

Mr. Stephens inquired if both light repairs are done consisting of a bulb out and the damaged light. Mr. Kljun stated it was not a bulb out, it was an interruption in the circuitry that was caused by the contractor who put the pump in over on Glengarry. This interruption affected the entire string of lights between Summit Parkway and Inverness and has been repaired.

Mr. Waldbauer inquired if there was a separate invoice given to Fairway Pines to get them caught up. Mr. Sandys stated yes, he presented the invoice to the Fairway Pines Board and the payment will be made soon.

**b. Cash Flow Analysis**

Mr. Kljun distributed a copy of the cash flow analysis. Page one was the projected investments. Mr. Kljun stated at the beginning of every year he makes out a projection of investments and their returns. Mr. Kljun stated for the fiscal year he projected \$5,416.63 as interest that would accrue to PRRMA for investments made. Mr. Kljun stated the actual interest was \$4,117.44 through June 2010.

Mr. Kljun stated the Association Dues cash flow for August and November are to be approved in the budget. Mr. Kljun stated he goes through the administrative cost, Canton's expenses for maintenance of Glengarry and Summit Parkway, projected miscellaneous expenses, projected reserve expenses and transfers of monies in and out of reserves to come to the total around October of \$136,544 after all invoices are paid to Al's Asphalt. Assuming how much money is collected from the associations the projection of the revenues increased approximately 10%. The reserve fund starts to increase again in November and December to approximately \$180,000. Mr. Kljun stated he will project early on the reserve fund for road repairs for 2011-2012. Ms. Conklin stated we want to spend the same as this year for next year. Ms. Conklin stated it looks like we may not have the \$300,000 for next year's road repairs. Mr. Casari stated we may have Canton's and at least one more payment from associations. Mr. Stephens stated the March, May and August payments from the associations will be included for next year's road repairs. Ms. Conklin stated as well as Canton's payment. Mr. Kljun stated Canton's projection is \$70,000 for 2011; Fairway Pines is projected at \$78,000, which is \$17,967 per quarter, which is an increase of approximately 9.03%. Mr. Stephens stated it is projected the total will be down to a smaller amount of money.

Mr. Stephens stated what is important is that in July was the worse month this year. Mr. Stephens stated the cash flow out into 2011 is really important. Mr. Kljun stated he will prepare this quickly and send out an update copy to everyone for 2010/2011 fiscal year. Mr. Sandys inquired how the budget increase relates to Fairway Pines and their residents. Mr. Sandys inquired if they have a certain amount of days to raise their dues. Mr. Kljun stated at the end of July he will be preparing the invoices for the first quarter for the next fiscal year. At that time he sends to the association a schedule showing what each association is paying which reflects the increase. Because there is a miss match from the fiscal year of PRRMA and the fiscal year of each subdivision the funding changes in August, which will have to be made up by the associations.

Mr. Stephens stated the projection show annual numbers. Mr. Stephens stated some year we may find our reserve down to almost nothing. Ms. Conklin stated the spread sheet indicates PRRMA thought they would have \$366,000 for the 2010/2011 construction year. This projection was correct. Ms. Conklin asked Mr. Kljun to get this cash flow projection to the members after the budget is passed today.

Mr. Kljun presented a document showing that all association fees have been paid plus miscellaneous income, reserved income.

Mr. Kljun stated the administrative expenses, \$51,000 vs. \$27,000 budget. All of the other charges were Canton taken out of the reserve to support these functions. Canton has no other

additional money to pay. Mr. Kljun stated fundamentally PRRMA is under budget for the year.

Mr. Stephens stated he would like Fairway Pines and Pheasant View to email to him what their projected balance will be July 31, 2010. Mr. Stephens stated he can then take the spread sheet and fill in with the latest data and look at where we will be for 2011.

### **III. Unfinished Business:**

#### **a. Road Repairs**

##### **i. Discussion on Seal Coating**

Mr. Tulikangas stated Spalding DeDecker did evaluate a lot of the areas and seal coating is more of a preventative maintenance in the areas selected. Al's seal coating is one of the best highest quality seal coats on the market. This seal coat that was used uses a lot of sand and provides a very nice surface. This will help with oxidation and raveling for a relatively small cost. Mr. Tulikangas stated Al's Asphalt is seal coating approximately 450,000 square feet and the total cost is approximately \$25,000. Mr. Casari stated we are seal coating approximately 1/2 of the total roadway. Mr. Tulikangas stated preventative maintenance should be done as soon as possible from an economic standpoint. More milling can be done in 2011 and subsequent years. Mr. Tulikangas stated a fair amount of milling was also done this year.

Mr. Waldbauer inquired what will be milled and resurfaced. Mr. Tulikangas stated some of the areas that are coated were patch repairs. Mr. Tulikangas stated the large areas that were milled and resurfaced this year will not be seal coated.

Mr. Stephens inquired if this product has been used before. Mr. Tulikangas stated yes, this is our typical spec material that is used. Mr. Tulikangas stated Joe Sample is a certified installer from the manufacturer.

Mr. Sandys inquired if Mr. Sample will explain the process of the seal coating. Mr. Sample stated sand is mixed inside the tankers, there is an agitator inside the equipment and it is mixed as it is sprayed down. Mr. Sample stated the difference with his trucks is there are 9 jets in the back of the truck, everything is hand trimmed. The truck travels 5 miles per hour, all nine jets are 18 inches off the pavement and the proper amount of seal coating is applied.

Dave Coppola stated seal coat will ruin the paint on a vehicle. The work will be completed in sections and they will hop-scotch around so they are not affecting any certain block or roadway for any length of time. Mr. Coppola stated the residents will be notified by hanging the flyers on their mailboxes that they will be working in their neighborhood at any given day. These areas will be blocked off and in three or four hours later it should be dry. Mr. Coppola stated work will be delayed until 8:00 a.m. and end around 3:00-4:00 p.m. Ms. Conklin inquired if residents could be contacted by knocking on their door the day before and indicates they will be working on the roadway the next day, weather pending, and they will not have access between the hours of 8-4 p.m. Mr. Coppola stated we can look into that. Mr. Coppola stated he can do a blank notification for those individuals who will be affected that day.

Ms. Conklin stated she was on vacation the week Al's was doing the work, but based on the emails were their cars that continued to travel the affected roadways. Mr. Coppola stated yes. Mr. Coppola stated in Fairways, he put the notice up one evening and there was the least amount of cars on the roadway that evening when flyers were distributed about not parking on the road

the next day and when he came back to do the work there were more cars on the roadway than the evening before. Mr. Coppola stated he believes the cars parked on the roadway that day were mostly young people.

Mr. Sandys inquired if barricades could be put up the night before letting residents know of the pending seal coating. Ms. Conklin stated she has sandwich boards that Al's Asphalt could use to advertise if they make the signs.

Mr. Kljun inquired if garbage cans can be used to block off driveways. Mr. Coppola stated yes, they can use garbage cans. Mr. Sample stated big barrels will be used to block off the roadway. Mr. Sample stated the only way a car can get through is to get out of their car and move the barrel. Mr. Coppola stated the biggest problem is that residents will get trapped in their garage and not able to get out. Mr. Coppola stated all residents will be given 48 hours notice.

Ms. Conklin inquired if PRRMA wants to offer a shuttle so that people may park at Pheasant Run for the elderly or handicapped. Mr. Sample stated if there is a particular roadway that needs a fair amount of sealing, he will not shut the entire roadway down; he will do sections of that roadway. Mr. Sample stated in this type of weather the seal coat will dry in 15 to 20 minutes.

Ms. Conklin stated if an elderly person or person needing to get out for a doctor appointment she would have someone pick them up in a golf cart to take them to their vehicle. Ms. Conklin stated if Al's Asphalt will put on their flyers, for those who need special assistance, please call a number.

Mr. Sample stated you have got to anticipate rain days. Mr. Sample stated the schedule is for certain sections for certain days, however if a section gets rained out on their day, those sections are rescheduled at the end of the list. Ms. Conklin stated this information could go on the flyer so that residents will be completely informed.

Mr. Waldbauer stated this year's project utilized email and signs, asking people to check the website. Mr. Waldbauer stated this has created a more positive response with the residents in his subdivision than he has ever had. Mr. Waldbauer stated if he has the letter and schedule he can provide that to the residents via email and website. Mr. Sandys and Mr. Stephens indicated they have the majority of their subdivisions individual emails for forwarding information. Ms. Conklin stated if Al's Asphalt can give us as much information as possible this can be related to the residents in the roadway manager's subdivision.

Mr. Casari stated Glengarry entrance maybe completely closed down due to the Canton Center Road construction for 10-15 days to do the entire approach with the paving of Canton Center Road. Residents will need to use other entrances and exits for those 10-15 days. Mr. Casari stated he does not know exactly when this work will begin. Mr. Casari stated he will keep Al's Asphalt informed when the closing begins.

Mr. Waldbauer inquired if there is a target date for the seal coating. Mr. Coppola stated August 3<sup>rd</sup> is the target date to begin seal coating. Mr. Sample stated they plan on completing 1 mile per day, 5 days total. Ms. Conklin stated the quality of work is really good. Mr. Waldbauer stated he has received compliments at the last HOA meeting.

Ms. Conklin stated the communication issues have been resolved. Ms. Conklin stated on the tree issues; Al's Asphalt has been responsive to those and continues to be responsive to them. Mr. Sandys and Mr. Stephens have not had any complaints. Ms. Conklin requested Al's Asphalt to put in the letter from him to the residents stating that the area will be completely restored upon completion.

Mr. Stephens inquired if Al's looked at the slurry seal that was completed last year on Glengarry. Mr. Stephens stated after the first winter, it changed color and is uneven and not adhering well. Mr. Sample stated yes, slurry seal generally looks inconsistent, but durable. Ms. Conklin inquired if it makes sense to put seal coat over the slurry seal. Mr. Tulikangas stated yes, they have done that on a couple of projects and it did improve. Mr. Tulikangas stated this seal coat has fine silica sand within.

Mr. Stephens inquired if you have an area that is cracking, will the seal coat sink down into the cracks. Mr. Sample stated the seal coat will seal down within 1/8 inch. Ms. Conklin stated Mr. Balon did say that seal coating in general, is not good on a bad road, but on a roadway that is in relatively good condition it could extend the life of that road for a couple of years. Mr. Sample stated it seals the roadway and stops oxidation. Mr. Casari stated after a couple of years the roadway may be ready for a mill and resurface. Mr. Coppola stated a lot depends on the winter, with plowing and salting. Ms. Conklin stated she would like an opinion on the portion of Glengarry that was slurry sealed if seal coating would prolong the life of the road.

Mr. Stephens stated slurry seal was discussed and over a long period of time and every piece of information indicted doesn't do slurry seal. Mr. Stephens stated he was ok with the fact that it didn't look that great, but it was the longevity he was concerned with. Mr. Stephens stated new information was provided and he was still skeptical and we did a small area on Glengarry to see how long they would last. Mr. Stephens stated after the first winter, it was decided it didn't last very long. Mr. Stephens stated he is still skeptical. Ms. Conklin stated she understood slurry seal was in between a mill and resurface and then there is seal coat. Mr. Tulikangas stated slurry seal is between a seal coat and a mill and resurface. Mr. Tulikangas stated he believes the slurry seal on Glengarry was an issue of how it was applied. Mr. Casari stated slurry seal has more of a structural component so it will do more, whereas the seal coat is not much in structure, it is just filling the cracks.

Mr. Stephens stated is there places locally where seal coat was applied a couple of years ago. Mr. Sample stated this product was not available two years ago. Mr. Sample stated this is not a cold tar seal, this is an asphalt emulsion. Mr. Sample stated the government is trying to ban cold tar. Mr. Sample stated cold tar has been proven to not be hazardous, but some states are banning it. Mr. Sample stated there is a video on the website of the truck actually spraying the seal coat down. The parking lot in the video can actually been seen once the first coat is applied.

Mr. Tulikangas stated from an economic standpoint, the seal coat is 6 cents per square foot as opposed to \$0.85-\$1.00 per square foot for a mill and replace.

ii. Pending Issues

Discussed above

iii. Communication Plan

Mr. Waldbauer stated communication is key for him and August 3<sup>rd</sup> is the target date to begin. Mr. Tulikangas stated the flyers will be distributed 48 hours in advance.

Mr. Sample stated we can put a 2 week or 1 week notice via email. Ms. Conklin

inquired who she should contact for the sandwich boards either Dave Coppola or Jim Sample. Mr. Coppola stated either one of them.

Mr. Casari stated Al's may not want to do any roads on Wednesdays; it is garbage pick up day for those subdivisions. Mr. Sample stated roadway managers may want to remind residents to turn off the automatic sprinklers if they are leaving on vacation. Ms. Conklin stated this can be added to the flyer.

Ms. Conklin stated no project will run smoothly; however Al's Asphalt's has performed the best. Mr. Waldbauer stated he had a lot of positive comments from homeowners and has no fault with Al's Asphalt.

Mr. Casari stated he would email both Mark Balon and Paul Tulikangas and Paul would usually respond first and believes Mr. Balon has been out of town a lot.

#### iv. Board Members Comments and Suggestions

Mr. Waldbauer stated he would like clarification on the sidewalk repairs. Mr. Waldbauer stated Mr. Casari received 3-4 email requesting when Spalding DeDecker would put the sidewalk repairs on the web. Mr. Waldbauer stated he has no way of knowing what they have marked other than seeing pink dots put on sidewalks and he does not know what that means. There is no explanation on eBuilder as late as June 10<sup>th</sup> and four days later they are working on the sidewalks. Mr. Waldbauer stated he indicated to the workers that they were taking out perfectly good slabs of concrete for no purpose and nothing that he had identified. Mr. Waldbauer distributed 2010 Sidewalk Repair Inventory Pheasant View Subdivision indicating completed and uncompleted repairs.

Mr. Waldbauer stated he thought PRRMA had a good process; the roadway manager submits the work that needs to be done for safety issues. Mr. Waldbauer stated there were 46 sidewalk flags that were replaced and only 12 that needed to be replaced. Mr. Waldbauer stated he does not know where this extra work came from or who is paying for it. Mr. Waldbauer stated he cannot explain this to his subdivision board.

Mr. Waldbauer stated his question is are we going forward for next year with the recommendations of the HOA representative or will Spalding DeDecker provide the recommendations for work to be done.

Mr. Casari stated in speaking with Mr. Balon they had already gone out and marked sidewalks before they received some of our information from the roadway managers. Mr. Casari stated Mr. Balon stated they took the information that PRRMA provided and compared with their information and only made repairs if the information matched. If the marks were the same the flags were replaced. If there were flags that were different than their markings Spalding DeDecker did not include in replacement. Mr. Casari stated some of the HOA flags were included in the end but not all. It was decided that if there were any major disagreements they would be discussed and obviously that didn't happen. Mr. Waldbauer stated on his list there were flags that as far as he was concerned there were nothing wrong with the concrete and it had a pink dot and was replaced. Ms. Conklin stated Spalding DeDecker may have some pictures of the ones they replaced.

Ms. Conklin inquired on Mr. Waldbauer's comment on the end of his list "Golf cart crossing – hopeful this is not a PRRMA expenditure". Mr. Waldbauer stated he noticed near Summit Parkway and Southwick N & S there are entirely brand new ramps. Ms. Conklin stated those are ADA ramps and has nothing to do with the golf course. Ms. Conklin stated that is a PRRMA expense and part of the sidewalk. Mr. Waldbauer stated not what was replaced; it was strictly the cart path. Mr. Waldbauer stated the pavers were pulled out and a new foundation was laid and ADA ramps that are behind the stop sign, past the cross walk and not on Spalding DeDecker's eBuilder. Mr. Casari stated it is the sidewalk corner and shared. Ms. Conklin stated we all agreed that some of the crossing that needed ADA compliance would be done. Mr. Casari stated the rule of thumb is if you mill a section of roadway at the corner the ramp must be ADA compliant in the public right of way. Mr. Casari stated if there is a ramp present and it doesn't meet the ADA guidelines and we are not doing anything with the roadway, you rely on that it complied at the time it was put in. The rules are different today and as long as there is no trip hazard and other hazards associated with it, you leave it in place until you do some roadwork in the public right of way. Mr. Casari stated with the private roads, there were a number of ADA ramps replaced. Mr. Waldbauer stated there was nothing done on Southwick. Ms. Conklin stated she will ask Spalding DeDecker, the golf course did not request this replacement. Mr. Casari stated technically it should have been done when Southwick was done. Mr. Casari stated we run the risk that someone could indicate it was done two years ago and PRRMA didn't comply with ADA guidelines.

Mr. Waldbauer inquired if the two ramps replaced are not on the Pheasant View sheets for being charged, is he fair to assume Pheasant View is not assessed for those expenses. Mr. Kljun stated he cannot say that. The purpose of the preparation of those documents was to confirm the allocation of cost. The invoice comes in as a lump sum, and he goes back to the allocation that was derived from the work that was to be done in each subdivision and apply the appropriate percentage of the invoice. Ms. Conklin stated it is not that Pheasant View got charged any more for these repairs, it is just the allocation. Mr. Waldbauer stated that is really not Pheasant View, it is a golf cart crossing. Mr. Conklin stated Pheasant View and the golf course are intertwined.

Mr. Waldbauer stated the ramp at the intersection of Overhill and Crowndale was suggested that it just be grinded and that was Mr. Casari's recommendation. Mr. Waldbauer stated he was surprised to see the ramp was replaced. Ms. Conklin stated she will inquire from Spalding DeDecker. Mr. Waldbauer stated with the uncompleted repairs on his list, he would like the work to not be done, and he doesn't want PRRMA to pay for it if it is done. Mr. Kljun stated the allocation is derived from the engineering drawings. Ms. Conklin stated we need to make sure that if a pink dot flag was not done we should not pay for. Mr. Casari stated the invoice goes to Spalding DeDecker first to make sure the work was completed and they go out and physically measure the work that was completed. Mr. Sandys stated is there any reconciliation between the actual invoice per flag and what was done. Ms. Conklin stated yes.

Mr. Casari stated we moved quickly on the program this year. The negative part of jump starting this is there was not good communication on the sidewalk repairs. Mr. Stephens stated the sidewalks are the only part of the program that the roadway managers are really involved with. Mr. Stephens stated in Fairways, he did his initial assessment, and then a bunch of pink dots appeared. Mr. Stephens stated after the pink

dots there was still some areas that he felt work needed to be done. The only issue Mr. Stephens has had with sidewalks is a couple of homeowners came to him regarding ponding water. Mr. Stephens stated he did not go around and check after work was completed to make sure all pink dots were replaced, he just assumed it would be.

Mr. Sandys stated for next year, would it be possible, early in the process, to walk with the Spalding DeDecker representative? Ms. Conklin stated yes, in April. Mr. Casari stated he thinks that would be a good idea to save time on the going back and forth. Ms. Conklin stated Mr. Kljun will change this in the operating manual for sometime in April. We will schedule a time for the roadway managers to walk with Spalding DeDecker. Mr. Waldbauer stated it is amazing what changes from April to June on the sidewalks. Mr. Waldbauer stated he still has 6 more trip hazards. Ms. Conklin stated sidewalk repair will be done every year.

Mr. Waldbauer stated we need to decide who will be responsible for marking the sidewalks, roadway managers or Spalding DeDecker. Mr. Stephens stated the roadway manager should get a can of spray paint and mark the sidewalks. Mr. Casari stated he thinks that is a good idea with one exception, the first time the Spalding DeDecker goes with the roadway manager.

Mr. Waldbauer stated Spalding DeDecker saw 54 more flags than he saw and he has a problem with this. Mr. Waldbauer stated PRRMA will get charged for this. Ms. Conklin stated PRRMA will get charged for this but it is still within the budget. Mr. Stephens stated that is not the point, if we didn't say we were going to do the work, they should not have done the work. Mr. Kljun inquired if Spalding DeDecker will assume any liability if they pass over a flag that needs repair and it does not get repaired. Mr. Stephens stated that is not the issue, we had an agreed plan of work and different work was done. Mr. Casari stated there is some issue with a liability to Spalding DeDecker. Mr. Casari stated if there is a reason for a replacement the roadway managers need to understand. Mr. Waldbauer stated just because we think we have \$300,000 to spend and we can get by for \$220,000, why do we need to spend \$300,000. Ms. Conklin stated that has been part of her argument with Spalding DeDecker, she sometimes feels they are building the program to what money is allocated whether then what is needed.

Ms. Conklin stated for the first year or two we need Spalding DeDecker to walk with the roadway managers and come to an agreement and this needs to be in April or early May.

Mr. Waldbauer stated he had no contact information for homeowners who wanted additional work done. Mr. Stephens stated Mr. Balon was terrible at responding to his emails. Mr. Stephens stated Paul Tulikangas was incredibly responsive.

Mr. Waldbauer stated he has a list of homeowners who have called him regarding their trees. Horizon did come out today and did some pruning and trimming.

b. Insurance Updates

Mr. Kljun stated PRRMA has been compensated for the damaged light. There are paperwork issues that have to be notarized by Deborah, who will mail them back to Mr. Kljun.

Mr. Kljun stated we need to send another letter for the damaged trees in Pheasant View to Ms. Conklin to sign.

c. Lights

i. Discussion on Alternative Fixture

Mr. Kljun stated the Board agreed to go with the Hanover lights in the future.

d. Sign Replacement Plan

i. Pheasant View Signs

Ms. Conklin stated she and Mr. Waldbauer need to get together for a discussion. Mr. Waldbauer stated he will come in next week to discuss with Ms. Conklin regarding the sign size and height. This sign replacement is for future police enforcement in Pheasant View.

ii. Fairway Signs

Mr. Stephens stated regarding the study that was proposed by Spalding DeDecker, until we understand what criteria it will be judged against Fairways does not want to pay any money for this study. Mr. Stephens stated the traffic entity, and the number of vehicles has no bearing on why they want the stop signs installed. Ms. Conklin stated Mr. Stephens wants her to inquire what the threshold will be for these signs to be installed. Mr. Casari stated we can get Mr. Loud on a conference call and explain this to Mr. Stephens. As a private roadway, what happens if the residents decide they just want a stop sign? Ms. Conklin stated this is where it gets complicated; this is the same issues as Pheasant View several years ago. Ms. Conklin stated if a stop sign is installed, statistics show that more times than not, it causes more accidents. If the sign installation is not signed by a traffic engineer, public safety will not do the TCO and this will increase PRRMA and the homeowner's liability. Mr. Casari stated no road agency would ever approve a stop sign installation on a long block that has no intersection; as well as no police agency would enforce.

Mr. Stephens stated if the study comes back and it indicates we should have a stop sign at a certain intersection, is that the final authority. Mr. Casari stated if the study signs and seals this decision, it then goes to engineering and then to public safety who will go out and review the sign height and size and where it is located.

Mr. Stephens inquired about putting up additional speed limit signs. Mr. Casari stated that is much easier to do; however they have to meet the guidelines of the manual for size and height. Mr. Stephens inquired about signs that indicate "children playing". Mr. Casari stated Fairways can do those as well. Mr. Casari stated they need to properly located and the proper height. Mr. Kljun inquired if the conventional sign post will be used. Ms. Conklin stated the Unistrip sign post would be used. Mr. Stephens stated if the signs will be placed in a resident's yard we need to ask them for permission first.

Mr. Waldbauer stated Pheasant View has an active Neighborhood Watch Program and will get signs to install. Mr. Waldbauer stated could the "No Thru Traffic" signs be installed below the Watch signs or speed limit signs. Ms. Conklin stated yes, as long as meets the bicycle height requirement.

Mr. Sandys stated the at last meeting we discussed the sign bases. Mr. Sandys stated he took a walk down Glengarry to Beck and about half of the signs are rotting on the base. He concern is if these signs are not repaired by winter, we will have more serious problems. Mr. Kljun stated he has identified all the signs and is preparing the specifications for the toe-board replacements. Mr. Kljun will have that available to go out to contractors for bid soon. Mr. Kljun stated the estimate was upwards of \$4,000. Mr. Stephens stated we also discussed finding someone who did odd jobs to paint the signs. Mr. Kljun stated after all the signs are repaired that is the next step. There was a quotation for \$300 for each sign that was rejected by the Board some months ago. Mr. Kljun stated we are proceeding with a larger quantity which will be less and the cheapest quote is \$130 per piece. The specs are wood wrapped in metal, removing the old toe-board and putting on a new toe-board and metal sleeve. Mr. Stephens stated that price seems much more reasonable. Mr. Sandys would like this item kept on unfinished business.

Mr. Stephens stated some may need total replacement. Mr. Stephens stated should all roadway managers survey their signs for any that need total replacement. Ms. Conklin stated make a list of those that just need toe-board and ones that need total replacement. Mr. Kljun stated he will send a list of the signs that need toe-board repair to all members and they can use that as a basis. Mr. Kljun stated he increased the signs replacement budget from \$3,000 to \$5,000 in anticipation of the repairs to be made on the signs.

e. **Tree Trimming**

Mr. Kljun stated the 34 locations have been completed at the end of June based on his physical observation. Tree trimming would have been removed from landscaping maintenance in the budget. Mr. Kljun stated the trees trimmed in an individual subdivision will be identified in their income and expense statement.

Mr. Waldbauer stated one homeowner was so upset last year when his tree was trimmed, this year he removed the stop sign. Mr. Stephens stated that is vandalism. Ms. Conklin stated we need to replace that sign. Mr. Waldbauer stated it is on Stonebridge Way Court.

**IV. New Business:**

**a. 2010/2011 Budget**

Mr. Kljun stated under general expenses the budget is projected to be identical to last year, \$26,992.00. In the general maintenance items, the only major increase is sign maintenance from \$14,100 last year to \$16,100 this year. The roadway repairs are projected at \$320,000. The roadway repair is broken down by each subdivision. The projected reserve repair allocations to associations are for Canton: \$105,000, \$169,000 for Fairways Pines, \$145,000 in Fairways and \$94,000 in Pheasant View. Mr. Kljun stated \$194,645 is the reserve assessment and \$125,355 is projected to be taken out of reserve to create the \$320,000 budgeted for roadway repairs for 2010/2011 fiscal year. The assessment for association dues will increase to \$259,642 compared to last year at \$228,240 and increase of \$30,000. No assessment to any subdivision went up more than 10%. The percentage change for each association is as follows: Canton up 6.6%, Fairway Pines up 9.3%, Fairways up 9.04%, and Pheasant View up 9.04%. Ms. Conklin inquired why Canton's percentage was lower than everyone else. Mr. Kljun stated Canton has a lump sum payment and you have to back out that portion of the payment which doesn't relate to this. Fundamentally is about a 9% increase. Mr. Kljun stated this uses Mr. Stephens's model. Mr. Stephens stated Mr. Kljun will update to

a projection through next August. Mr. Stephens stated in future year's amounts may have to be tweaked due to several variables. Ms. Conklin stated the amount spent may vary in future years to maintain the 57 value on the roadways. Mr. Stephens stated it is budgeted for \$320,000 all across the board for 10 years.

Mr. Casari stated if we continue to mill and resurface as we did this year, in a couple more years all the roads will be done. Then we may only need to seal coat for a number of years extending the life of the roads.

Mr. Waldbauer stated once his homeowner's dues exceeded \$500 the percentage of non-payments doubled. Mr. Waldbauer stated they learned that \$500 is the magic number at least in today economy. Mr. Waldbauer stated his board will look very carefully at raising dues and they may just flat line it and keep as is. It may not affect PRRMA at all. Mr. Waldbauer stated they are filing liens on those who have not paid dues but this does not give them the money. Mr. Waldbauer stated his dues are \$532 currently. Mr. Sandys stated they have become very aggressive with collecting and collected 50% of the past dues. Mr. Sandys stated not only are they filing liens now, they are going after the homeowners credit rating. A letter is sent to the homeowner informing them a letter is sent to all three credit reporting agencies. Mr. Sandys stated 12 homes are bank owned and they are not paying either. Mr. Waldbauer stated they have 2 foreclosures. Mr. Waldbauer stated there is a third that cannot be served as the property owners do not live there and are behind 5 years in dues. Mr. Kljun stated if there is a lien on the property, the lien is carried over with the mortgage. Mr. Waldbauer stated the lawyer who did the "Canton Know How", said just the opposite. Mr. Sandys state that is correct. Mr. Stephens stated he has 2 foreclosures and not doing too bad on dues collections.

Ms. Conklin stated Canton's bond rating was increased, based upon employment and foreclosures; we are an exception in southeastern Michigan.

Mr. Sandys stated he would like the sign maintenance budget brought up to \$10,000. Mr. Kljun will adjust.

Motion by Sandys, supported by Stephens to approve the 2010/2011 budget as amended, increasing the sign maintenance budget to \$10,000. Motion carried unanimously.

**V. Other Business:**

Mr. Kljun stated we have made three claims against the insurance underwriter and our insurance may increase. The comment was made that PRRMA could be self insured, and we cannot be self insured. In the by-laws it indicates we must have \$5 million worth of liability coverage. We need to continue with an insurance underwriter.

Next PRRMA meeting will be Wednesday, September 1, 2010 at 6:30 p.m.

**VI. Adjournment:**

Motion by Waldbauer, supported by Sandys to adjourn at 8:50 p.m.