

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**OCTOBER 25, 2010**  
**6:00 p.m.**

A regular Joint meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors, Board members from Pheasant View, Fairways and Fairway Pines was held at the Administration Building, Lower Level, Room A on Monday, October 25, 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 Nagy, Richard Trapp, Vidya Krishnan, Carl Yoder, Lai Kunan, Tom Gamach, Sgt. Sullivan, Officer Marinelli, Traffic Enforcement Unit

Ms. Conklin called the meeting to order at 6:00 p.m.

**I. Public Safety**

**a. Ordinance**

**i. Landscape issues**

Sgt. Sullivan stated the ordinance officer's deal with residents not maintaining their yards. Sgt. Sullivan stated after so many warnings the ordinance officer will arrange for someone to cut the resident's lawn and the resident will receive the invoice for this service. If the invoice is not paid, a lien will be put on the home.

Mark Waldbauer stated Canton Township is now requesting that vacant properties are registered with the Building Department. Mr. Waldbauer inquired if there is any involvement with the police department with the registration of vacant properties. Sgt. Sullivan stated this registration allows ordinance to keep track of those properties and assured they are maintained. The banks are responsible while the home is in foreclosure. Ordinance will work with the bank to get these issues taken care of. If the bank does not take care of the issues, the bank will get invoiced for any expenses.

Sgt. Sullivan stated when ordinance is checking on the vacant properties, they will alert the police department if there are any problems or issues. Sgt. Sullivan stated if any resident notices anything suspicious, please contact the police department.

Mr. Nagy inquired if there are any special provisions for vacant homes that have in ground swimming pools. Sgt. Sullivan stated if the pool is fenced, he believes there is nothing police can do. If there are any issues, please call ordinance and they will always come out and let you know if there is anything they can do.

Mr. Kurian inquired how to control dog owners allowing their dog to defecate on their lawns. Sgt. Sullivan stated if you know who the dog owner is, please call the police department.

**b. Traffic Control**

Sgt. Sullivan stated a PC (Patrol Check) sheet is completed noting where the target problems are and what the target problem is. This PC sheet is turned over to the Selective Enforcement Unit and they take a zero tolerance approach to enforcing these issues in the target areas. These areas are monitored for two weeks and then reported back with the number of violations they observed or enforced that pertains to the target issues.

Richard Trapp stated he lives in Pheasant View and the Police Department could make a lot of money on Central Park issuing tickets due to many violations that he witnesses.

Dave Nagy stated there is an excessive amount of traffic on Southwick due to vehicles coming through Central Parkway going west across to Crowndale Boulevard. There is "No Thru" traffic signs posted. Mr. Nagy stated Pheasant View's traffic control signs were not in compliance and they are illegal. Mr. Casari stated the drawing of the new legal signs have been sent to public safety for inspection. Mr. Casari stated Pheasant View has modified their regulatory signs to meet the Michigan Manual of Uniform Traffic Codes.

Mr. Nagy stated he is in hopes that public safety will patrol the traffic on Southwick and enforce the "No Thru" traffic signs. Sgt. Sullivan stated it is his understanding the "No Thru" traffic signs are not enforceable. Ms. Conklin stated now that the signs are legal we can ask the Special Enforcement Unit to enforce other violations. Since the "No Thru" signs are not enforceable we cannot bring it to the attention of someone who they have stopped for another violation. Mr. Nagy stated a resident in his subdivision stated he counted 115 vehicles whet through in about 8 minutes. Mr. Casari stated he feels the presence of the Special Enforcement Unit will help with the "No Thru" traffic.

Mr. Nagy inquired if homeowners have any authority to speak to people who do cut through. Officer Marinelli stated he would not recommend it. It usually turns into screaming matches and accusations.

Ms. Conklin stated the moment the signs are completed; they need to request a special enforcement unit to patrol.

Ms. Krishnan stated in Fairway Pines the cars speeding are teens. There are no set hours for these teens speeding. Officer Marinelli stated the largest motivator for people to change their driving behaviors is tickets. Sgt. Sullivan stated the police department has the speed trailers that residents can request. These speed trailers display the speed drivers are traveling.

**II. Municipal Services**

**a. Storm Water Drains**

Mr. Casari stated frequently we are asked about cleaning storm drains. Recently there has been a change in the regulation dealing with the debris that is collected when cleaning storm drains. This has caused Canton to re-think our position on cleaning catch basins. Mr. Casari stated one foot back of the sidewalk on each side of the road, 50 feet and boulevards 90 feet are those areas that have storm water structures that collect the drainage that comes on the front of the property and on the road. PRRMA is responsible for those storm drainage systems of the roadway. There are other storm drainage systems that might be in a resident's back yard, with a catch basin. Those are generally the responsibility of the property owner that they serve. However, PRRMA asked the associations to manage those catch basin. Mr. Casari stated if your subdivision has an active association that is the best place to put the responsibility for those issues relative to clean out. Mr. Casari stated in our development we have storm sewers that are under PRRMA's jurisdiction, storm drains under the homeowners/HOA jurisdiction and some are Canton's.

Mr. Casari stated in the past if you had a problem with a storm drain flooding, Canton would come out sometime at no charge and we would address the issue. More recently the regulations have changed. The vactor truck would suck out all the silt and material on the bottom of the structure. The regulation with the state has changed where the state classifies the material that is collected from a storm drain as liquid industrial waste. All liquid industrial waste material has to be tested prior to disposal at an approved landfill. The cost and process of doing this is expensive and not economical. Canton cannot do this for every catch basin.

Ms. Krishnan stated the only run off in the catch basins in residents yards would be leaves. How would that classify as industrial waste? Mr. Casari stated it may have fertilizer residue, or other chemicals. Mr. Casari stated the silt, etc. may collect for two to five years before it reaches a point where it needs to be cleaned out. In the roadway you are dealing with oils, salt, fertilizers and weed killers. In yards you are dealing with fertilizers, weed killer and bacteria that may establish themselves in this material. Mr. Casari stated Canton does not agree with the way the state is requiring Canton to deal with this. However right now we don't have any choice.

Mr. Casari stated that regulations changed last year with the state issued new storm water permit guidelines. Canton now has to meet the state requirements under it's new storm water permit. Canton would have to follow the state's protocol for getting rid of the material. This could change in the future. Mr. Casari stated there are companies that do this clean up and he has provided names to HOA. Mr. Casari stated cleaning out ponds requires the same process. Canton is still responsible for disposing in the same manner. However it can be done in quantity and handled much more economically. Mr. Casari stated the HOA needs to inform the residents to keep leaves off the top of the catch basins, and landscaping bark or soil be kept from washing into catch basins.

Mr. Nagy stated his subdivision has had some sink hole issues where they would have to excavate and fix the problem at the HOA expense. Mr. Nagy inquired if any assistance could be given from the Township for a sink hole that is related to a catch basin. Mr. Casari stated if it involved digging it up and rebuilding the catch basin, Canton would give the HOA a price and they could do the work. Mr. Casari stated what Canton cannot do is dig the stuff up at the bottom of the basin and dispose of it. Mr. Nagy stated the contributing pipe went into the main catch basin and breached and the surface water was washing down and washing dirt into the

catch basin and created a sink hole in the homeowner's yard. Mr. Casari stated in those cases we are available to do that kind of work.

Mr. Trapp stated he feels Canton should send a message out to residents that hire private companies to mow their grass to not allow them to blow the cut grass into the street. Mr. Casari stated there is information on the Canton website that deals with environmental information. Director Conklin stated we could put a news release on the PRRMA website. Mr. Trapp stated any commercial lawn company should have a permit to work in Canton and understand the rules.

Carl Yoder stated there is a pond on the golf course at Fairway that abuts a homeowner's property. Who takes care of those ponds? Ms. Conklin stated the golf course is responsible for those ponds. Ms. Conklin stated this has been a bad year for algae. Ms. Conklin stated the ponds at the golf course have been treated this year. Mr. Casari stated a lot of those ponds have storm sewers from subdivisions that go into those ponds.

Ms. Conklin stated Fairways has dug wells to water their commons areas. Ms. Krishnan stated they have more than made up the cost of the wells.

Mr. Paul Sandys stated the area along Cherry Hill, he would like to be a natural "no mow" zone. Mr. Sandys inquired how this can be done and not have to mow. Mr. Casari stated already that area is classified by the DEQ as a wetland area. Canton is mowing and Fairway Pines pays for the mowing. Mr. Casari stated if it is noxious weeds exceeding a height of 6 inches, Canton will mow under an ordinance complaint and Fairway Pines is being assessed a mowing charge under the ordinance. Ms. Conklin stated the question is how do we convert that area into a natural area. Mr. Casari stated the noxious weeds have to be destroyed and natural habitat needs to be planted. Mr. Casari stated Leigh Thurston in Planning could probably help with this process. A control burn could be used to rid the noxious weeds.

### **III. Financials**

#### **a. SIM (Craig Stephens)**

V5.0 Added in Links Contribution, rebase to 2008  
 V6.0 Added in the accounting for homes that did not pay, corrected error in 2019/20 formula  
 PRRMA Homes 734  
 Rate of Inflation 1.04

Year	ACTUAL	PROJECTED										TOTAL	AVERAGE
	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20		
Starting Balance as of July 31 Each Year	490.00	383.94	263.94	143.94	43.94	17.94	17.94	17.94	17.94	17.94	17.94		
General Expenses (k\$)	30.80	26.99	28.07	29.19	30.36	31.58	32.84	34.15	35.52	36.94	38.42	324.07	
Maintenance (not roads) (k\$)	14.10	21.10	21.94	22.82	23.73	24.68	25.67	26.70	27.77	28.88	30.03	253.33	
Road Maintenance (k\$)	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	3200.00	320.00
Annual Funding Required (k\$)	364.90	368.09	370.02	372.02	374.10	376.26	378.51	380.85	383.29	385.82	388.45	3777.40	
Additional Funding for Future Anticipated Expense (k\$)	-124.00	-120.00	-120.00	-100.00	-26.00	0.00	0.00	0.00	0.00	0.00	0.00	-366.00	
TOTAL Funding Required (k\$)	240.90	248.09	250.02	272.02	348.10	376.26	378.51	380.85	383.29	385.82	388.45	3411.40	
The Links Contribution	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL PRRMA Funding Required (k\$)	240.90	248.09	250.02	272.02	348.10	376.26	378.51	380.85	383.29	385.82	388.45	3411.40	
Canton Township Share 20.48% (k\$)	49.34	50.78	51.18	55.68	71.26	77.02	77.48	77.96	78.46	78.98	79.52	698.31	
Fairways Share 28.22% (k\$)	67.98	70.01	70.55	76.76	98.23	106.18	106.82	107.48	108.16	108.88	109.62	962.70	
Fairway Pines Share 32.96% (k\$)	79.40	81.77	82.41	89.66	114.73	124.02	124.76	125.53	126.33	127.17	128.03	1124.40	
Pheasant View Share 18.34% (k\$)	44.18	45.50	45.85	49.89	63.84	69.01	69.42	69.85	70.29	70.76	71.24	625.65	

Fairways		HOA Annual Expenses per Home (\$)	263.19	428.53	246.09	255.93	266.17	276.81	287.89	299.40	311.38	323.83	336.79	3032.83	
Number of Homes		PRRMA Funds Required per Home (\$)	258.49	266.20	268.27	291.87	373.51	403.73	406.14	408.66	411.27	413.98	416.81	3660.44	
263		Average HOA Annual Dues per Home (\$) - See below	500.00	514.58	550.00	577.50	606.38	636.69	668.53	701.95	737.05	773.91	773.91	6540.50	654.05
Initial Bank Balance (k\$)		Number of Unpaid Homes	0.00	11.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00		
70		HOA Surpluss (k\$)	-5.70	-53.04	3.87	2.03	-14.82	-17.90	-13.39	-8.62	-3.58	1.75	-2.40	-106.10	
		HOA Bank Balance (k\$)	64.30	67.99	71.87	73.90	59.08	41.18	27.79	19.16	15.58	17.33	14.93		

Fairways Pines		HOA Annual Expenses per Home (\$)	225.00	234.00	243.36	253.09	263.22	273.75	284.70	296.08	307.93	320.25	333.05	2809.43	
Number of Homes		PRRMA Funds Required per Home (\$)	256.96	264.63	266.68	290.15	371.30	401.34	403.75	406.24	408.84	411.54	414.35	3638.82	
309		Average HOA Annual Dues per Home (\$) - See below	435.00	515.75	541.54	568.61	625.48	656.75	689.59	724.07	760.27	760.27	760.27	6602.59	660.26
Initial Bank Balance (k\$)		Number of Unpaid Homes	0.00	22.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00		
21		HOA Surpluss (k\$)	-14.51	-6.06	4.32	2.15	-9.05	-12.24	-6.54	-0.52	5.84	1.20	-3.63	-24.52	
		HOA Bank Balance (k\$)	6.49	24.94	29.26	31.41	22.36	10.13	3.59	3.06	8.90	10.10	6.48		

Pheasant View		HOA Annual Expenses per Home (\$)	226.00	195.00	202.80	210.91	219.35	228.12	237.25	246.74	256.61	266.87	277.55	2341.19	
Number of Homes		PRRMA Funds Required per Home (\$)	272.72	280.86	283.04	307.95	394.08	425.96	428.51	431.16	433.92	436.78	439.76	3862.04	
162		Average HOA Annual Dues per Home (\$) - See below	512.23	513.33	514.58	539.58	564.58	592.81	589.58	619.06	650.01	650.01	715.01	5948.56	594.86
Initial Bank Balance (k\$)		Number of Unpaid Homes	0.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
0		HOA Surpluss (k\$)	2.19	0.94	4.66	3.36	-7.91	-9.93	-12.34	-9.53	-6.56	-8.69	-0.37	-46.39	
		HOA Bank Balance (k\$)	2.19	50.94	55.59	58.95	51.03	41.11	28.77	19.23	12.67	3.98	3.61		

Ratio of Homes to Roadway Area	
Fairways	8.28
Fairway Pines	9.29
Pheasant View	7.07

Average Annual Dues Calculator (for PRRMA Aug 1 Financial Year)		
Last Years Dues	This Years Dues	Average Annual
500	525	514.58

Mr. Stephens stated this is a tool to assist PRRMA in seeing where the money comes in and goes out. PRRMA has used this for 2009/2010 and it projects out for 10 years. We start out with a bank balance the beginning of each year, general expenses and maintenance, which excludes the roads. There is some road maintenance and this gives you the total annual funding required. The total funding required in 2010 was around \$240,000 which gets divided out among the contributors. The Township's share is just over 20.5%, Fairways 28%, Fairway Pines 33% and Pheasant View approximately 18%. The Links was factored out when Canton took over additional roadway, right of way. It had always been coming to Canton as it was our agreement with the Links. For a couple of years Canton gave it to PRRMA. Mr. Tom Gamach stated that the money from the Links was 88% the homeowners. Mr. Casari stated Mr. Gamach is wrong. Ms. Conklin stated when the roadway was renegotiated and Canton took on additional roadway it came back to Canton as Canton's road frontage increased significantly. Mr. Casari stated Canton is paying for the additional road frontage. Canton charges the Links and St. Joes for their share and Canton in turns pays for the roadway improvements. Ms. Conklin stated the money that has been used for any of the homeowners, it is not 100% of the homeowner's association money, and it is the concept of PRRMA. Mr. Stephens stated the Links always paid Canton and was not associated with PRRMA. Canton then paid for their share of the roadways. Ms. Conklin stated Canton is still assuming its responsibility for Summit Parkway and Glengarry. Ms. Conklin stated PRRMA is about the roads being maintained and not about Canton putting in x amount of dollars and the other subdivisions putting in x amount, and this has been tested in a court of law.

Mr. Stephens stated we set our dues annually beginning in January. The number of unpaid homeowners dues can be significant. There has been nothing to keep the dues in pace with inflation. The roads did not need any repairs within the first 5-7 years. PRRMA has been drawing money down from the reserve. The reserve will disappear within the next several years. The reserve is allowing us to repair the roads currently.

Mr. Nagy stated when we get to the lean years; the roads will be in a good state of repair, therefore allowing us to build up the reserve funds again. Mr. Stephens stated we are hoping that we have a fairly constant state of repairs to be performed annually. We project that we will spend \$320,000 per year, and that will keep our roads at a certain level. Mr. Stephens stated the subdivisions will be increasing their dues each year and catching up where we should have been all along. In 2015-2016 the income from homeowners should be sufficient to pay for the \$320,000 each year plus the other expenses. This will balance PRRMA and we will need to keep a close eye to make sure we have that ability. Mr. Kljun inquired under Fairways the annual expenses projected at \$428,000 is a significant difference then what was done in previous conditions. Mr. Stephens stated this amount included the wells and was a onetime expense. After the wells are completed you can see the annual expenses drop by about \$20,000 or so.

Mr. Stephens stated no associations dues increase more than 5% in any single year. Mr. Stephens stated he is using the actual dues for each association. Mr. Stephens showed how this program works if anyone subdivision does not raise their dues. If anyone subdivision does not pay their dues to PRRMA we will end up with declining roads. Mr. Nagy inquired if that particular subdivision who did not pay would it just be their roads that would decline? Mr. Stephens stated we have no way of factoring out the money paid by any subdivision. If a subdivision couldn't pay one year, maybe PRRMA would make the decision to not repair their roads that year. However, that is probably not a good strategy, and their roads would require more work the next year. Mr. Nagy stated that goes against the principals of PRRMA. Ms. Conklin stated our goal is to maintain all roads at a certain level. There are other avenues that PRRMA could explore. Mr. Stephens stated the annual road maintenance is \$320,000 based on a study and model. Mr. Stephens stated the \$320,000 is for the next 10 years and PRRMA feels that is a good number. Our hope by using this

model and trying to maintain the roads according to the PASER rating that we will find that we are able to maintain that. If we find in the future that there is a massive rebuilding to be done, then the \$320,000 won't be enough. The preventative maintenance approach is so important. Mr. Yoder inquired if in 10 years we re-evaluate. Mr. Stephens stated we will re-evaluate it continuously throughout the 10 year period. Mr. Stephens stated he would expect a rate of inflation on the repairs and we will need to make a plan for that. Mr. Stephens stated we will have to look at the condition of our roads each year and assess. Mr. Stephens stated Mr. Yoder is raising a valid concern. What if we find that we need more money to maintain the roads? Mr. Casari stated the \$320,000 could be affected by inflation. The actual expense of that program is \$271,000 this year; we are about \$49,000 under the budget for the same amount of work. The model has in it an estimated capacity and they use current numbers that they review. When we bid it out it was less than budgeted. Mr. Casari stated he expects the same amount next year whether we use the same contractor or not. Bid prices are coming in pretty good.

Mr. Stephens had a letter that was sent to all the homeowners around 1999. It says "your dues this year are \$350 and you should expect by 2016 that your dues will be approximately \$717". There was an increase in 2000 and then we stayed flat through 2008. Mr. Stephens stated in his projection it indicates dues will be \$701 and we seem to be doing better than the 1999 projection. It shows that PRRMA is in line with what homeowners should expect.

Mr. Stephens stated the message to every association is that you cannot afford not to be increasing your dues on an annual basis. If you decide to not raise your dues you will find things difficult in future years.

b. Collecting Dues

Mr. Sandys stated Fairway Pines is putting liens on property for unpaid dues. In the last 60 days, no less than 3 homeowners that have wanted to refinance and because of the lending institutions that are becoming much stricter and they are looking up the liens on the properties. The liens are being paid. Mr. Gamach stated the only way you can protect the debt owed to the associations is by putting a lien on the property. Mr. Gamach stated his board felt it was the responsibility to the entire membership. Mr. Gamach stated to apply the lien is \$130, \$65 to put it on and \$65 to remove. Mr. Gamach stated they notify the homeowner repeatedly with registered letters that their dues are overdue. The next step after the lien is to go to collections. The threat to go to collections has been a very effective tool. Going to collections will affect the homeowner's credit rating and the homeowners will incur another 35-50% charge which is allowed by the by-laws. Mr. Sandys stated 5 homeowners are going to a collection agency. Mr. Gamach stated to go to small claims court adds additional steps.

Mr. Sandys stated once you go to a collection agency you no longer own that debt. A collection agency owns that debt. The homeowner has to pay the collection agency. A homeowners association will not notify one of the three credit reporting agencies. The collection agency immediately notifies all three credit reporting agencies. Mr. Nagy stated most likely the homeowners just do not have the money. Mr. Gamach stated he has two homeowners that are currently making payments. Mr. Gamach stated a collection agency has no upfront fees; however you do have to sign a contract with them. Mr. Sandys stated some homeowners paid the original dues but not the late fees. Mr. Sandys stated when that happens the lien does not go off the home.

Mr. Trapp stated his association had an attorney send out 7 letters to homeowners with overdue dues. Then the homeowners would call requesting how much do they owe. Mr. Trapp stated when a homeowner gets ready to sell their home, which is when they hear from the title company that there is a lien on their home.

Mr. Gamach stated if someone wants to make installment payments, Fairway Pines allows this; however if someone is late with their installment they are immediately sent to collections. Mr. Gamach stated they have not had to do that. Mr. Trapp stated Pheasant View would have trouble paying their bills if a number of people chose to pay in installments.

#### **IV. Capital Improvements**

##### **a. Sign Design**

Ms. Conklin stated the signs are starting to rot and fall over. Ms. Conklin stated to replace a sign cost \$2,500 for the entire sign and post. Ms. Conklin stated we do not have a recommendation at this time. This is to inform the members and make sure they are in agreement with the concept. The concept we are looking at is approximately \$1,000 per sign and installed \$1,500. Ms. Conklin displayed a model of the new sign concept. Ms. Conklin stated the recommendation will have to go through each HOA architect review committee and they need to sign off on this.

Mr. Kljun stated after investigation there are different alternatives for the current sign replacements. Mr. Kljun showed the different options for sign replacements. Mr. Kljun stated there are different colors available and the recommendation is that they be powder coated for longer wear. Ms. Conklin stated these are just samples and the Board will have to decide. The post can be directly installed into the ground or installed in concrete. Ms. Conklin stated there will be no wood involved. Ms. Conklin inquired if everyone is in favor of going away from the wood. Everyone agreed they did not want anymore wood. Mr. Stephens stated as signs fall down or need repair anyway, we would go with the new design. Ms. Conklin stated some of the current signs will need some maintenance that will be done as needed. Mr. Nagy inquired if there will be a proactive approach to replacing the signs or will we wait till they fall down. Ms. Conklin stated that is something we could consider replacing the signs as money is available. Mr. Kljun stated at the Boards direction he will make up at specification sheet. Then as we go out for bid they would be according to our specifications. Ms. Conklin stated even if we are doing a repair on a wood sign now we need to make sure the concrete can receive the new signs in the future. Mr. Kljun will investigate this as the current signs have a square post and the sign fits over the top of the post. Ms. Conklin stated there are several sign companies and they will have to investigate. Mr. Kljun stated different kinds of brackets are available also. Ms. Conklin stated the Board will come up with a couple of alternatives and it will have to be consistent with each subdivision.

Mr. Yoder inquired if the post is affected by the road salt. Mr. Kljun stated the only exclusion to the warranty is road salt and dog urine which would harm the finish. Mr. Kljun stated there are currently a few road signs in Pheasant View that are powder coated and some show a little wear. Those post are all black. The manufacturer suggests powder coated post.

##### **b. Street Lighting Alternatives**

Mr. Kljun stated a comparison was done on luminaires. There is a major difference in prices. Ms. Conklin stated the comparison is \$400 less than the price of the ones we are currently using. However, they look almost the same. The texture is slightly different and there is a slight difference in the dimensions. All members agree to get quotes on the recommendations.

Mr. Nagy stated the street lights in Pheasant View have the powder coating and it is peeling. Mr. Kljun stated the manufacturer stated the poles can be sent back to be repainted. Mr. Kljun stated manufacturer works with distributors and they would know how to send the poles back for repainting. The distributor is from Northville. Any warranty issues would be done through the distributor.

Mr. Waldbauer showed information on signs also. Mr. Waldbauer stated you can add ornamentation also on these signs and everything else is comparable to Mr. Kljun's. Mr. Waldbauer stated he is in agreement that the signs need to be replaced with something that will not rot and is cheaper.



Mr. Trapp inquired about fiberglass signs. Mr. Waldbauer stated there are fiberglass signs out there; however he did not have any time to investigate.

Mr. Waldbauer inquired if signs on Summit Parkway would also follow this recommendation. Ms. Conklin stated yes, Summit Parkway would replace with the exact signs.

**c. Road Repairs**

**i. Cartegraph System – Rating of 57**

Mr. Casari stated we just completed our second year of pavement maintenance that was determined using a model from Spalding DeDecker. This model uses the PASER method, which is Pavement Surface Evaluation and Repair. This allows you to drive a road and rate according to the pavement conditions. Anyone can do it and requires a couple of hours of training. The pavement model considers the thickness, composition and soil conditions. Spalding DeDecker will review what has been done and rerate the roads. The surface condition that PRRMA has agreed upon is 57 which are considered good. PRRMA agreed on \$320,000 per year. Spalding DeDecker inputs this information in the model and it indicates what improvements need to be done for road repair. Mr. Casari stated this allows PRRMA to take the roads that are in fairly good shape and keep them in good shape. Mr. Casari stated provided that PRRMA hires Spalding DeDecker again they will be looking at the last two years and how the model compares. Each year moving forward the model will get more and more accurate. Mr. Casari stated small sections of the roads may need to be repaved completely. At this time most of what has been done is rehabilitation. Rehabilitation is mill and resurface, crack sealing and seal coating. Seal coating looks like the roadway has been painted that seals any cracks allowing moisture to not penetrate. Slurry seal is a good product but not an appealing look. Mr. Yoder inquired if the base underneath the road is in good condition. Mr. Casari stated the base is in pretty good condition and they found no issues.

**ii. 2010 Project Recap**

Mr. Casari stated this is the second year we have applied the model. The model gave the list of improvements needed. About 8,300 lineal feet of resurfacing was done in 2010. There were two types of milling and resurfacing, 1.5 inch and 2.5 inches of milling and resurfacing. Milling and resurfacing is grinding out 1.5 or 2.5 inches, apply tack coat and a new surface of asphalt. Mr. Casari stated 2,500 lineal feet of crack sealing was done in addition to: 20,000 lineal feet of seal coating, 160 feet of curb and gutter, and 5,000 square feet of sidewalk and sidewalk ramps. Mr. Casari stated there was an extra cost for some additional mill and resurface where they went down 1.5 inches and the previous asphalt had been done at 2 inches and the lower 1/2 inch started to peel. The additional cost was \$10,000 and the Board approved. Mr. Casari stated to avoid this problem in the future we will do a 2 inch mill and resurface. Ms. Conklin stated PRRMA made the asphalt company prove that this was actually done. The tonnage for asphalt disposal was compared and it proved to be done. Spalding DeDecker reviewed the invoice and agreed. Mr. Nagy inquired if the \$10,000 included the seal coating. Mr. Casari stated no that is a separate issue. Mr. Waldbauer stated he did not see anywhere on the specs anything other than 1.5 inch milling. Mr. Casari stated yes, there were 1,242 feet of 2.5 inch milling.

Mr. Sandys inquired if we can work with Spalding DeDecker so that next year we can send someone out if there are any unforeseen issues before the repairs are done. Mr. Casari stated yes, there is no problem with doing it that way next year. There were communication issues and hopefully we can remedy that next year. Mr. Casari stated the contractor did a great job. PRRMA will inform the contractor next year that if there are any issues that might require additional cost that PRRMA be notified right away.

Mr. Casari stated next year we will have the Roadway Managers and Spalding DeDecker do the walk together for the sidewalks. Ms. Conklin stated we have discussed this and it is scheduled for the first or second week of May in 2011.

Mr. Casari stated the contractor bid in three sections: base bid \$160,500, alternate work \$85,000 and additional work at \$70,000, and \$10,500 was the extra for the overage on the asphalt. There was an extra approximately \$8,000 for seal coating. This has not paid, as of yet, which is due to delays they experienced with residents moving cars, and sprinklers turned off. This will have to go to the Board for review and approval. Ms. Conklin stated someone drove over the new asphalt and the sprinklers going on and the asphalt had to be redone. Emails were sent out to ask homeowners to move vehicles and turn off sprinklers. Mr. Yoder stated communication was short term and his neighbor was on vacation. The communication needs to improve. Mr. Stephens stated communication needs to improve next year. If the schedules do change due to weather, we might possibly need to move that area to the bottom of the list and inform residents when the new date is proposed.

Mr. Gamach inquired if this was the first subdivision that Al's Asphalt has done. Mr. Casari stated no, Al's has been around for a long time. Mr. Gamach stated a phone number needs to be available that residents could call for immediate information. Mr. Waldbauer stated the PRRMA website was update sometimes 4 times a day. Mr. Waldbauer stated Spalding DeDecker sent the bids out to a number of contractors. Mr. Casari stated overall the project went well and he is aware that communication needs to be improved.

Mr. Nagy inquired if the seal coating extra was legitimate. Mr. Casari stated yes, he believes it is and it was recommended to pay by Spalding DeDecker. Mr. Stephens stated we got the work completed even with extras for less than our budgeted amount.

Motion by Stephens, supported by Casari to approve the additional \$8,000 for seal coating for payment. Roll Call Vote: Ayes: Conklin, Casari, Sandys, Stephens Nays: Waldbauer Motion carried.

### **iii. 2011 proposed**

Mr. Casari stated PRRMA did 2011's road repair in 2010. The Summit Parkway was not done this year due to the construction of Canton Center Road. Mr. Sandys stated the most number one calls he received from homeowners was why didn't my street in front of my house get seal coated and look pretty. Mr. Sandys stated Fairway Pines got the most seal coating. Mr. Sandys stated next year we could possible do one whole section. Mr. Gamach stated we talked about preventative maintenance, and those small little cracks turn into big cracks, we need to seal all the roads. Mr. Casari stated this is part of the process. Mr. Casari stated when Spalding DeDecker looks at the model they are looking at the condition of the pavement for these repairs. Mr. Casari stated if the Board agrees, we can seal coat the entire roadway. Mr. Casari stated it might be that the entire area didn't get done this year and is planned for next year. Mr. Casari stated PRRMA hired Spalding DeDecker and we are doing repairs on their recommendation. Mr. Gamach stated he feels we should seal coat all roadways.

Mr. Nagy stated the repairs that were done this year were exceptionally good compared to others in the past. Ms. Conklin stated we have heard that from a lot of residents. Ms. Conklin stated there was some tree damage which Al's has fixed at their cost.

Mr. Casari stated if we can get Al's to hold their prices he is willing to give Al's another chance.

## **V. Other Business:**

Motion by Waldbauer, supported by Sandys to approve the minutes for September 25, 2010 for version #2. Motion carried unanimously.

Mr. Nagy stated he wished to thank Ms. Conklin for all her hard work and wish her well on her retirement.

Mr. Gamach inquired is there is any information on maintenance for vacant homes and also to identify who owns those homes? Mr. Gamach stated they cannot send an invoice until they know who owns the

property. Vacant homes need to be registered with the building department. Mr. Casari stated there is an ordinance that whoever owns the property needs to register with the Treasurer's office and if they do not they are in violation.

Mr. Gamach stated there is a solar panel ordinance and his concern is someone will want to put a wind generator. Mr. Gamach inquired if wind generators allowed. Mr. Casari stated he needed to check with Planning. Mr. Nagy inquired if they had put a prohibition in their by-laws. Ms. Conklin stated if there is a problem with a vacant home, call ordinance and they will come out and do an inspection. Mr. Gamach stated the landscaping is not being cared for. Mr. Casari stated Canton deals with lawn mowing.

**VI. Adjournment:**

Motion by Waldbauer, supported by Sandys to adjourn at 9:12 p.m. Motion carried unanimously.