

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
November 29, 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, November 29, 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: Debbie Bilbrey-Honsowetz, Canton Township, Deborah Dooley, Canton Township

Others Absent: Tim Kljun, Roadway Manager

I. Call to Order

Mr. Casari called the meeting to order at 5:30 P.M.

- a. Approval of Meeting Minutes
 - i. October 25, 2010 Joint Meeting Minutes
Motion by Sandys, supported by Stephens to approve the minutes for October 25, 2010 as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Current Reports
Mr. Casari stated Mr. Kljun forwarded copies to all members and there were no issues.
- b. Cash Flow Projections
Ms. Conklin stated cash flow was in good shape. Mr. Casari stated Mr. Kljun will summarize at the next meeting.

Ms. Conklin inquired if there was any feedback on the joint meeting and the financial presentation. Mr. Stephens stated his board appreciated the information and indicated it was time well spent. Mr. Sandys stated he received good feedback and a suggestion was to have the Fairway Pines budget included with the Sims financial budget for PRRMA. Mr. Waldbauer stated it created controversy with his homeowners association. Mr. Waldbauer stated his board is now very interested in digging wells. Mr. Waldbauer stated his board would like to know what PRRMA paid to assist Fairways with the two wells. Ms. Conklin stated PRRMA wrote the check and Canton reimbursed PRRMA. PRRMA has not paid for these wells. Mr. Casari stated Canton shares in one of the wells and Canton agreed to pay for part of that well. Ms. Conklin stated the well was not completed before the reallocation of the

roadway. Ms. Conklin stated this was not a PRRMA issue. Mr. Waldbauer stated in rereading the previous meeting minutes the discussion was about drawing water from the ponds for irrigation. Mr. Waldbauer stated his board believes that Canton is benefiting from these wells. Mr. Stephens stated the wells are to reduce water charges. Mr. Waldbauer stated Pheasant View's water fees are almost 10% of their budget.

Mr. Casari stated the wells cost approximately \$16,000. Canton is paying roughly half. Mr. Casari stated the issue will be the discoloration of the water. Mr. Stephens stated Fairways did not have any issue with the discoloration and did not have to add an additive.

Mr. Waldbauer stated his board was ok with the financials and roadway repairs that have been completed.

III. Unfinished Business

a. Road Repairs

i. Discussion on 2011 Contract

Mr. Casari stated this discussion is in regards to Spalding DeDecker and Al's Asphalt for 2011. Mr. Stephens stated he feels it was the best year for managing the work and goals. There are lessons to learn for future repairs. The basic model is good and it allows us for early work. Ms. Conklin stated it was a good competitive bid and they agreed to hold the 2010 prices for 2011. It will cost more to go out for bid for 2011. Ms. Conklin stated the lessons learned are better communication. Mr. Casari stated we need to sit down with Spalding DeDecker and Al's Asphalt to discuss the mistakes and fixes. Mr. Casari stated Dave from Al's Asphalt stated the seal coating is good, but we may want to look at mill and resurface and come back and seal coat a year or two later. Mr. Casari stated Dave wants to be included in the discussion with Spalding DeDecker for the design early in the project for 2011. Ms. Conklin stated if we had not had the issues with the sidewalks it would have been a non-eventful year. Mr. Stephens stated the sidewalks and seal coating is something we have not really done in previous years to this extent.

Mr. Sandys stated at his homeowners association meeting not one person complained about the work done and he had good reviews. Mr. Sandys stated from his own perspective looking back he should have looked at the contractual elements more. He suggested Township engineers present to defer any issues early on. Ms. Conklin stated we really cut back on the inspection hours this year. Mr. Sandys stated 60% of the seal coating problems were done by residents. Mr. Sandys stated we need to put specifics in the contract for unknowns. Ms. Conklin stated we need to add additional inspection hours. Ms. Conklin stated we need to refer to damages at addresses not lot numbers, most residents don't know their lot number. Mr. Casari stated if we choose to use Al's Asphalt again he will now know what to expect. This is the benefit of using the same contractor. Mr. Waldbauer stated it is also a benefit to have the contractor with Spalding DeDecker when we discuss the model. Mr. Sandys stated the single most complaint is that there were

sections of roadway that were not seal coated and doesn't look nice. Mr. Stephens stated he received the same comments. Mr. Casari stated we can talk to Al's Asphalt to just continue on with seal coating for small sections of roadway even though they are not scheduled so the roadways looks uniform.

Mr. Casari stated we can have Spalding DeDecker and Al's Asphalt at the next meeting to discuss the issues. Ms. Conklin stated maybe we need to approve the contract first. Mr. Casari stated we do not have a price for the 2-inch mill and resurface. Maybe we need to discuss the changes and additional prices. Ms. Conklin stated we need to meet with a subcommittee to discuss these issues. Mr. Casari stated we can meet internally and then come back to the PRRMA Board for discussion. Subcommittee will be Ms. Conklin, Ms. Bilbrey-Honsowetz and Mr. Casari. Mr. Casari requested the Board email him with their discussion topics for the meeting with Spalding DeDecker and Al's Asphalt.

Mr. Waldbauer inquired what has been decided on sidewalks for 2011. Mr. Casari stated we need to set a budget for sidewalks, and then walk together with Spalding DeDecker. Then Spalding DeDecker will come back with the proposal that was agreed to in the field so there are no miscommunications. Mr. Stephens stated he would like to see what is needed compared to the standards then decide on the budget and he expects it will be less in 2011.

Mr. Sandys stated he does not know the price for grinding and mud jacking and suggested we might look into those options also. Mr. Sandys stated in walking his subdivision there is more unevenness and trip hazards than actual cracks. Mr. Casari stated grinding is an option. Mr. Casari stated in the Township's program we have not allowed mud jacking. Mr. Casari stated as a group these are options we could look at. Mr. Waldbauer stated Al's Asphalt contracted all the sidewalk repairs out. Mr. Casari stated yes, Al's does not do the concrete work. Mr. Waldbauer stated we need to get a price for grinding and mud jacking. Mr. Casari stated when they meet with Spalding DeDecker we can discuss these optional fixes for sidewalks.

Mr. Sandys stated the contractor for the sidewalks could have received additional work from the residents if he had gotten the word out ahead of time. Mr. Casari stated usually the contractor expects the additional work. Mr. Casari stated this might get us a better price. Mr. Casari stated we will set up a meeting within the next week or so.

b. Insurance Updates

Ms. Conklin stated she is not aware of any issues at this time. Ms. Conklin stated make sure PRRMA is named as additional insured on all our policies.

c. Lights

Mr. Casari stated there is no quotation on the lights at this time. Ms. Conklin stated Mr. Kljun had the sample at the joint meeting. It was decided to go with the lights presented.

b. Signs

Ms. Conklin stated the general consensus on the design of the signs was quoted at \$1,830.36 installed. Ms. Conklin stated it is \$900 less than what we are paying presently. Ms. Conklin stated this quote is with the logo. Ms. Conklin stated there is a \$100 onetime fee. Mr. Stephens stated we discussed at a previous meeting that if a sign at an intersection needs replaced, all the signs at that intersection will be replaced. Mr. Sandys stated he agrees with this concept. Ms. Conklin stated the signs designated for replacement are Stonebridge Way and Windridge. Mr. Stephens stated this replacement will be for consistency and to receive the discount.

Mr. Waldbauer stated he has 15 signs in his subdivision that have the name plates on them. Mr. Waldbauer stated Windridge and Overhill are ready to go. Ms. Conklin requested members email her with all the signs that are ready to go or down. Mr. Stephens stated he has one sign at Glengarry and Sandlewood that is down and has it stored in someone's garage. Ms. Conklin stated Paul Robinson will get temporary signs up. Ms. Conklin stated if there are any others let her know.

Mr. Sandys stated he likes the idea of replacing all the signs at an intersection if there are funds. Mr. Casari stated we can get a quote from Fast Signs to get a discount for volume. Mr. Waldbauer stated since he is doing research on signs he is seeing the poles that we chose in other community neighborhoods.

Motion by Stephens, supported by Waldbauer to accept the design as detailed in the proposal dated November 22, 2010, subject to the Architectural Review committees approval. Motion carried unanimously.

Mr. Waldbauer inquired if one of the subdivisions do not approve, where do we go from there. Ms. Conklin stated it is approved by the majority.

Mr. Waldbauer inquired how the board members feel about how the street name flag appears. Most of the signs appear out toward the roadway as opposed to in over the sidewalks. Mr. Stephens stated he feels they should be in over the sidewalks and not out into the roadway. Mr. Sandys stated he feels the same. Mr. Waldbauer stated he feels they should extend over the sidewalk. Ms. Conklin stated she will research.

Mr. Stephens inquired if the signs that just need a nail or some paint will be done. Ms. Conklin stated she will check with Mr. Kljun.

IV. New Business

- a. Accept Pheasant View Traffic Control Signs for Maintenance

Mr. Casari stated the Board of Trustee approved enforcement on the November 9, 2010 meeting. Motion by Conklin, supported by Waldbauer to accept maintenance for traffic control signs for Pheasant View. Motion carried unanimously.

V. Other Business

Next PRRMA meeting will be Monday, January 10, 2011 at 5:30 p.m.

Mr. Casari stated he wished to thank Ms. Conklin for 10 years of service to PRRMA. Ms. Conklin stated she enjoyed working with PRRMA Board members.

VI. Adjournment

Motion by Waldbauer, supported by Sandys to adjourn at 6:44 P.M. Motion carried unanimously.