

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JANUARY 10, 2011
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 10, 2011

Members Present: Debbie Bilbrey-Honsowetz, 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

I. Call to Order

Mr. Casari called the meeting to order at 5:44 P.M.

- a. Approval of Meeting Minutes
 - i. November 29, 2010 Meeting Minutes
Motion by Waldbauer, supported by Sandys to approve the minutes for November 29, 2010 as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Current Reports-Financials for the end of December 2010.
Mr. Kljun stated that he emailed the financials for the end of December 2010. There were no questions from the Board. Mr. Kljun stated that PRRMA purchased a rising rate CD two years ago from the Flagstar Bank. That CD is due to mature in February. Mr. Kljun stated that he will roll those CD funds into the Money Market Account so it is accessible.
- b. Cash Flow Projections-Cash Flow Analysis for the calendar year 2011.
Mr. Kljun stated that this is a living document, updated with new information on a regular basis. Mr. Kljun stated that this document shows the projections of all income. The reserve account is projected for each month beginning in January including each of the money received from the associations, cash flow from investments, and expenses over the coming year. Actual expenses will be filled in as necessary. Mr. Kljun stated that the lowest amount of reserve is projected in October 2011, showing \$66,360. That amount is predicated on the projected \$320,000 for roadway expenses and income for the first and second quarter of the 2011/2012. August and November dues are 10% higher than what is currently being assessed by the homeowners associations.

Ms. Bilbrey-Honsowetz inquired how this compares with previous years. Mr. Kljun stated that several years ago the Board decided to reduce the amount of

reserve money. Information was used on how we expected to spend the reserve for the future.

Mr. Casari stated that we are now using a model that will advise us on the amount of work that needs to be completed each year, based on our decision to keep the condition of the roadway at a PASER rating factor of 58-68. Mr. Casari stated that the money from the reserve will be used to keep the roads at this level. Mr. Sandys inquired if \$66,000 was a bit low for the minimum of the reserve, should it be closer to \$100,000. Mr. Kljun stated that assuming that payments will be paid by all associations in November it will be increased to \$107,577. It will again increase in the year 2012.

Mr. Stephens stated that he feels the cash flow projections are very helpful. It will eventually show our annual income will equal our annual outcome. We will need to plan for disaster planning.

Mr. Waldbauer stated that it looks like we have a number of receivables that are a 600 plus days old. Mr. Kljun stated that one is Canton Township's for the well drilling and should go away at the end of the month. Mr. Kljun stated that we still show Fairway Pines late fees. Mr. Sandys inquired if Mr. Kljun will send him the invoice again to pass on.

Mr. Kljun stated that the final one is David Scott Sherwood for the damage to the Pheasant View area for \$450.00. Mr. Kljun stated that late last year he spoke with Mr. Sherwood's mother and indicated he should call back and was never able to reach Mr. Sherwood. Mr. Waldbauer inquired if Ms. Robinson, Township Council, could send a letter. Mr. Casari stated that he will inquire if Ms. Robinson could send a letter. Mr. Kljun stated that small claims court has a \$37.00 filing fee. Mr. Kljun stated that there was a police report on this case. Mr. Casari inquired if there was a letter sent to the insurance company. Mr. Kljun stated that he will check.

Mr. Sandys stated that small claims court is a 60-day process. There must be a filing then the court date. The defendant and plaintiff receive letters and go through the process. Mr. Waldbauer stated that this is a three-year receivable and we have been patient.

Motion by Stephens, supported by Sandys to file an application towards David Scott Sherwood in Small Claims Court for the fee of \$450.00 for damages and authorize Tim Kljun to file application in Small Claims Court and represent PRRMA in this process. Motion carried unanimously.

III. Unfinished Business

a. Road Repairs

i. Consider 2011 SDA proposal for engineering services.

Mr. Casari stated that he met with SDA and he had the noted changes from last year's proposal. This year there are four meetings scheduled verses five from last year at \$2,000. The pre-construction site visits lump sum of \$2,400 with 3 evaluation visits to obtain information. Any additional meetings were quoted at \$90/hr.

Mr. Casari stated that the sidewalks should be able to be done in one walk after the PRRMA Board has walked. Mr. Sandys stated that he believes the sidewalk walk will take approximately 14 hours. Mr. Sandys inquired if this could be an evening or Saturday at that rate. Mr. Casari stated that he will inquire.

Mr. Stephens stated that we have a sidewalk standard to which the PRRMA Board has already agreed, including pictures. Mr. Stephens stated that what value is Spalding DeDecker adding to our program, because we individually walked it and we could be totally incorrect and not justify the \$1,200. Mr. Casari stated that we want them to include the quantity in the contract documents which we can provide to them. Mr. Casari stated that the other issue is liability. If the sidewalk documents are included in their contract documents and there is a lawsuit over a trip and fall, they get pulled into the suit. Mr. Casari stated that if the Board has walked and found sidewalk issues the map and/or sheets Spalding DeDecker provides can agree or disagree with our findings.

Mr. Kljun stated that we did the sidewalk program in the past. When walking with the contractor, Mr. Kljun would mark the sidewalks with a red X and the contractor would add them up and give PRRMA a quote. Mr. Kljun stated that this was only done one year. In previous years, we did inspections and hired a contractor. Mr. Casari stated that we might be going back to the old way and not use Spalding DeDecker and Al's Asphalt for a quote. There is the issue of ADA requirements for any areas that will require a mill and resurface. Those ramps must be brought up to standards. Mr. Stephens stated that he is uncomfortable with deciding where those ramps will be needed. This area requires more judgment as to where it is needed. Mr. Kljun inquired if the ADA requirements would not come under the responsibility of the paving contractor. Mr. Casari stated that we will have to make that a part of the specifications and a quantity in the paving bid, then detailed in the paving bid for the contractor to do the work. We will end up paying a premium to Al's Paving since they hire a subcontractor to do the cement work. Also, Spalding DeDecker will need to identify the specifications and compute the quantity. We will not know how many intersections will be involved until we see the paving evaluation.

Mr. Casari stated that we did a lot of paving last year, so should we back off a little this year and maybe deal with the ramps first (up to a certain level) and if we don't have \$10,000 in ramps, take the remaining money and find the most severe trip hazards to repair. Mr. Kljun stated that as we go along year after year we should have less critical areas. Mr. Stephens stated that this year should be substantially less. Mr. Casari stated that he likes the idea of dealing with the Township's contractor or another contractor, as they are familiar with sidewalk defects. Mr. Sandys stated that we could walk, find the issues, and have Spalding DeDecker validate our findings. Mr. Casari stated that this was the disconnect in 2010 and some sidewalk items the Board found, were missed.

Mr. Casari stated that he feels that Spalding DeDecker now understands that the Board findings are those that need to be repaired.

Mr. Waldbauer stated that he believes the Board can handle the sidewalk inspection and repairs through the Township contractor, and leave the ramps as part of the paving project. Mr. Waldbauer stated that if we know the why, how, and when of the sidewalk

repair program, it allows the Board to inform their residents of the plan and who the contractor will be for any additional work that needs to be completed. Mr. Casari stated that Olsen Concrete Paving did work last year and it is believed that they will do the concrete repairs this year for the Township. Mr. Casari stated that Canton is very pleased with them. Mr. Kljun stated that PRRMA has used Olsen in the past. Mr. Casari stated that he will inform Spalding DeDecker that the only sidewalk issues they will deal with is ramps that are not ADA compliant in the areas where there are mill and resurfacing occurring. Spalding DeDecker needs to inspect, draw specifications, and quantify those ramps and any piece of sidewalk and/or flag that need to match up to the ramp. This could include 20 flags of sidewalk per ramp. This is all Spalding DeDecker will be responsible for as far as sidewalks. It will not take many years for the all the ramps to be ADA compliant.

Mr. Waldbauer inquired of whose responsibility it is for the sidewalks on Beck, Canton Center, and Cherry Hill roads. Mr. Casari stated that those are homeowner's associations' responsibility. The theory behind that is that there is commons area between the residential lot and the road. The homeowners associations will be assessed for any sidewalk repairs. This will be done as part of the Township sidewalk program.

Mr. Casari stated that the PRRMA Board can wait until the Township gets to those sidewalks which are the responsibility of the homeowners' associations (which should be in a couple of years) or they can include them in the sidewalk program by PRRMA.

Mr. Stephens stated that he would like Mr. Casari to check with the contractor that they will be using for the Township and see if PRRMA can get the same price. Additionally, would they honor the same price for additional homeowner cement work? The past two years the contractor was not willing to work with the homeowners for additional work.

Mr. Stephens stated that the PRRMA Board will go out and assess the subdivision for sidewalk issues and come back and do a comparison of the different subdivisions to see if we are roughly in-line. Mr. Casari stated that we need to identify how much we want to spend, how many ramps Spalding DeDecker will do in their work, and then we can put it all together to see if there is enough money to do it all. Mr. Stephens stated that when the weather is permitting, the Board needs to assess, but not mark. Mr. Waldbauer stated that we will have Mr. Kljun purchase the paint so it matches in all three subdivisions.

Mr. Casari stated that, are we all in agreement that the Pre-construction Site Visits should be limited to \$2,400?

Mr. Casari stated that the *"Update Pavement Management Model and Letter Report"* is indicated as a lump sum of \$2,400. This will include running a new model and a new report. This will be a new road study and should not be complete for some time. Mr. Stephens stated that he would like to understand how good the model is at achieving our objectives. Mr. Casari stated that he will pose this question to Spalding DeDecker and indicate that if they can update the model and report for \$2,400. That would be acceptable. If they are not able to update the model and report for \$2,400, we may not

be inclined to have Spalding DeDecker rerun the model and work with it the way it is. How much does it cost to receive this type of report? Mr. Stephens stated that Spalding DeDecker are professional engineers and he would just expect that if they rerun the model, we would get some conclusions with it. Mr. Stephens stated that it needs to be their answer and it needs to be for the \$2,400.

Mr. Casari stated that “*Development of Construction Documents and Contract Development, Construction Administration and Inspection*” has not increased from 2010. Mr. Casari stated that he will get the questions answered from Spalding DeDecker and email the Board for a vote on the contract.

ii. Discussion on renewal of Al’s Asphalt Contract.

Mr. Casari stated that he spoke with Mark Balon, Spalding DeDecker, who has been in touch with Dave Coppola from Al’s Asphalt. PRRMA needs a little extra time. Mr. Casari stated that he distributed Spalding DeDecker’s modified proposal and it is worthy of some discussion. Spalding DeDecker received some bid adjustments from Al’s Asphalt. We may need to meet with Mr. Coppola to clarify a couple of issues. Mr. Casari stated that perhaps the next PRRMA meeting we will be ready to meet with Mark Balon and Mr. Coppola.

Mr. Casari stated that Mr. Waldbauer and he met with Mr. Balon, Mr. Coppola, and Paul Tulikangas on the 22nd to discuss Spalding DeDecker’s proposal to provide engineering services to 2011 PRRMA Road program. The primary meeting was to go over issues that were experienced in the 2010 road program. Mr. Casari stated that he felt this was a productive meeting and they were on the right track. Mr. Waldbauer stated that he believes this next program with the same players will go much smoother. There was a lot more discussion regarding seal coating and PRRMA needs to discuss this in depth. Mr. Waldbauer stated that he is hoping we can get all residents to focus on the website for information that it will be updated several times per day. A-frame signs will be used to direct residents to the website. Mr. Waldbauer would like to get email addresses of all residents. Mr. Sandys stated that the Girl Scouts will go door to door to get email addresses for his subdivision. Mr. Waldbauer stated that if he can get all the email addresses his wife can email a generic email for checking on the website. Distribution lists can be designed to certain areas that will be worked on next.

Mr. Sandys inquired if there was an 800 number to get a recorded message for what area will be worked on. Mr. Waldbauer stated that they did not discuss this issue. Mr. Casari stated that we concentrated the discussion on email, flyers and website for communications. Mr. Waldbauer stated that we need addresses as opposed to lot numbers for residents when communication is relayed.

Mr. Casari stated that all are agreeable with the communication improvements. Mr. Stephens stated that the A-frames will work well and maybe some cheap signs saying “this road will be closed on such and such a date and check website for details”.

Mr. Waldbauer stated that Paul Tulikangas from Spalding DeDecker will walk with each one of the Board members on sidewalks and agree on the sidewalks that will need repair work. One person will then be marking all three subdivisions for consistency.

Mr. Casari stated that each Board member might go out before they meet with Mr. Tulikangas to get a good idea what might be needed for repair. Then those issues can be discussed and we can agree at a final price. Mr. Casari stated that we will also need to coordinate the events that are scheduled in Canton with the road repairs.

Mr. Casari stated that he told Mr. Coppola that we did not want to get hit with extras. There was discussion on the 1½-inch and 2½-inch mill and the peeling that incurred additional cost. Spalding DeDecker came up with another way of possibly handling this issue called profile milling. If it is a 1½-inch “*Profile Mill*”, the depth of the mill at the curb line and at the gutter is 1½-inch while the depth at the center of the road might be ¾ inch. This tends to prevent peel up and you get thicker asphalt in the middle of the road (good for long-term road life) and a steeper crown which is good for drainage. There is not much of a visual to the slope. The bid for the profile milling is \$0.94 per square foot and the same price for 1½-inch uniform milling. Their price has increased slightly from 2010. Mr. Casari stated that on a job this size it amounts to approximately \$7,700. A price was requested of Al’s Asphalt on the 2-inch milling. Mr. Casari stated that this price does not include any fuel increases in the future. Mr. Casari stated that he would like some assurance from Al’s Asphalt that the number the Board approves is not increased.

Mr. Stephens stated that this is a large increase, approximately 12%. Mr. Stephens stated that we were expecting them to hold the price from 2010. Mr. Sandys stated that he agreed as the price was for two years and it influenced his vote. Mr. Casari stated that he would like to see the analysis from Al’s as to why the 10-cent increase. Mr. Sandys inquired if Mr. Casari could get any comparisons from fellow engineers at Wayne County. Mr. Casari stated that yes he can talk to them. Mr. Casari stated that last year Al’s price was so low that it was encouraging. Mr. Waldbauer stated that at the meeting Mr. Coppola stated that one of his suppliers was considering raising the price for asphalt. Mr. Coppola indicated there are other suppliers for asphalt. Mr. Stephens indicated he would like some rationale for the increase.

Mr. Casari stated that Spalding DeDecker is not convinced that we should spend the extra money for a 2-inch mill. Mr. Casari stated that his thought is we are getting 2 inches of new pavement. The difference would be \$149,000 vs. \$118,000, a difference of \$31,000. Mr. Casari stated that maybe the two inch is not feasible as it looks like the price has been spiked a bit.

Mr. Casari stated that there is some additional discussion that is needed with Al’s Asphalt. Mr. Casari stated that his question to Mr. Coppola is a 12% increase is too much, and we need to understand and they have to demonstrate how this increase has been justified. Mr. Waldbauer stated that he would rather see a price that is stable and will not change upon progress into the project. Mr. Casari stated that he will schedule a meeting with Mr. Coppola within the next week or 10 days. Mr. Casari stated that he wants to know when the price is locked in. Mr. Casari stated that there is rumor that fuel will be \$4 or \$5 by the end of 2011.

Mr. Sandys stated that he would like see in place a step evaluation for approvals. For instance if the purchase is \$2,000 or \$3,500 it can be approved by Mr. Casari. If it is up

to \$4,000 it would need the PRRMA representative from that subdivision for approval. If it is \$5,000 or more it needs an email or phone quorum by the engineer and two other PRRMA representatives for approval. Mr. Stephens stated that we had a version of that last year. However, last year the work was already completed and then they ask for payment. This was the contractor's mistake; they need to come to PRRMA first for approval. Mr. Casari stated that if a reasonable request for additional work comes in, he can email for approval.

Mr. Stephens stated that he was uncomfortable with the mistake; however we were under budget to begin with and as long as we had some headroom available and still maintain the proposed budget, he is agreeable. Mr. Casari stated that he will create a proposed policy for extras and this will be discussed at the next meeting. Any members with ideas please forward them to Mr. Casari.

b. Insurance Updates

Mr. Kljun stated that he sent the Board members the insurance update. He has spoken to Dennis Buda and Garwood Buda, and he stated that due to PRRMA having large claims in the past two years, the insurance underwriter increased the deductible to \$2,500 per incident instead of \$500. In order to maintain our insurance our total insurance invoice came down a few hundred dollars. We are fundamentally insuring ourselves on road signs. The claims we made included the two big road signs, including lighting fixtures occurring in Fairway Pines and monument repairs in Fairway Pines and Pheasant View. The limit of liability is \$5 million. Each subdivision and PRRMA names each other as additional insured.

Mr. Kljun stated that this means we have to be watchful as to who is involved with incidents. There were a couple of reported incidents where damage occurred and no information was obtained. Mr. Kljun stated that if we have the information of who what involved, we can go directly to the person for collection.

c. Lights

i. Status of light repairs

Mr. Kljun stated that currently there are several lights not working at Glengarry Boulevard and Beck Road and along Glengarry Boulevard. The authorization has been given to the lighting contractor to make the repairs. Mr. Kljun stated that he personally checked all the lighting at Canton Center and Glengarry Boulevard and all lights are on. Mr. Kljun stated that he will report back when the work is completed. Mr. Sandys inquired who is the lighting contractor? One of his residents was complaining on the color of the bulbs. Some lights are blue and others are pink.

ii. Proposal for rebuilding currently installed lighting fixtures

Mr. Kljun distributed a proposal that he is making to the Board. In his subdivision there is a broken glass in one of the light fixtures. Mr. Kljun stated that this proposal is regarding the fact that all of the light fixtures are in excess of 15 years old. This proposal will be a process of repairing all the fixtures. We have one new fixture in storage. When a fixture is damaged it will be restored, painted, tested and returned to storage with a new bulb installed. This process will be repeated as repairs are required.

Mr. Kljun has spoken to the contractor and he indicated he can supply this service to PRRMA. Mr. Kljun stated that he spoke to Graybar Electric and they can supply all the parts for Sternberg lighting fixtures. This process can be applied to the acorn fixtures also, with an additional purchase of one acorn fixture to add to our inventory. The ground-mounted fixtures should be repaired or replaced as needed; there is no value in reconditioning them. As the existing wooden pole lights are replaced, the fixtures would be transferred to a new pole. The wooden poles could be replaced with a metal pole.

Mr. Casari stated that does there come a point in the procedure where we analyze if the cost to repair exceeds the cost of a new fixture. Mr. Kljun stated that would be the case. The fixtures that we currently have are \$1,300 a fixture. Mr. Kljun stated that he is confident that the repair cost will be considerably less. All of the parts are available. The only issue would be if the metal fixture is so badly damaged that it is beyond repair. Mr. Kljun stated that with this information he will contact the lighting contractor and get a quote. Mr. Waldbauer stated that we will have one fixture of each model in inventory for replacement purposes. Mr. Waldbauer stated that the fixture in the entrance into Pheasant View is different. Mr. Kljun stated that we will add that model to our inventory also.

Mr. Kljun stated that all of the high-pressure sodium lights that PRRMA has do in fact have a limited life. As they burn they start changing color. The blue light eventually turns to yellow. The flashing lights are those that are bad and need to be replaced.

d. Signage

i. Status of signage repairs

Mr. Kljun stated that there are five locations that need repair: A stop sign at Glengarry and Canton Center, two stop signs at Glengarry and Sandalwood, and one stop sign at Country Club and Cherry Hill. Those three locations have been authorized to proceed and replace with the new metal concept as they do not have the street name signs and are only freestanding stop signs.

ii. Proposed logo use for new signs from Custom House Accessories

Mr. Kljun stated that there are two other signs for consideration: the intersections of Windridge at Stonebridge and Stonebridge at Overhill. Mr. Kljun distributed examples of logos for the two signs. The logo will be a silhouette in black.

Motion by Stephens, supported by Waldbauer to use just the pheasant silhouette in black only. Motion carried unanimously.

Mr. Casari stated that he would like to ask public safety regarding the green reflective street signs to see if they are permissible. Mr. Kljun stated that he would like the Board's decision on if the street name flag on the signs should be over the sidewalk or towards the street. It was unanimous that the flags should be over the sidewalks.

Mr. Stephens stated that he would like boulders placed in front of signs. Mr. Casari stated that is frowned upon by Public Safety, as it will not allow for breakaway. Mr.

Kljun stated that the post is installed in the ground with concrete around it. It will not be drilled for breakaway. Mr. Kljun stated that all the signage installed will be with 7-foot clearance.

Mr. Stephens stated that the sign at Canton Center and Cherry Hill is lying down. Mr. Casari stated that he will call Paul Robinson to pick up the sign.

IV. New Business

None

V. Other Business

Next PRRMA meeting will be Monday, March 14, 2011 at 5:30 p.m.

VI. Adjournment

Motion by Waldbauer supported by Casari to adjourn at 7:46 P.M. Motion carried unanimously.