

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JULY 25, 2011
5:30 PM

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, July 25, 2011.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Tom Casari, Canton Township, Craig Stephens, Fairways, Pete Sandys, Fairway Pines

Members Absent: Mark Waldbauer, Pheasant View

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township

I. Call to Order

Mr. Casari called the meeting to order at 5:41 p.m.

a. **Approval of Meeting Minutes:**

- i. May 2, 2011 Minutes
Motion by Stephens, supported by Sandys to remove from the table and approve the May 2, 2011 minutes as presented. Motion carried by all members present
- ii. June 8, 2011 Meeting Minutes
Motion by Stephens, supported by Sandys to table the June 8, 2011 minutes until the next meeting. Motion carried by all members present.

II. Financial Activity Review:

a. Current Reports - Financials for the end of June 2011
There were no questions by the Board. Mr. Kljun stated the current assets are \$316,320.90. Mr. Kljun stated there is one additional item on the balance sheet; inventory signs. The Board approved the purchase of additional materials and shown as inventory signs. These materials are stored at Fast Signs.

b. Cash Flow Analysis
Item moved to IV. New Business - a. 2011-2012 Budget. Mr. Kljun sent each Board member the projection until the end of the year.

III. Unfinished Business:

- a. Road Repairs
 - i. Staffing changes at SDA.
Mr. Casari stated Mark Balon is no longer with Spalding DeDecker. Paul Tulakangas will take over Mr. Balon's responsibilities with PRRMA. Mr. Casari stated Spalding DeDecker is closing their Plymouth Township office as well.
 - ii. Sidewalk final costs, house on Muirfield to be done by Hardrock.

Mr. Casari stated he has confirmation from Dave and Paul that the email sent on June 21st, titled PRRMA 2011 Sidewalk Ramp and Sidewalk Quantities Final for Payment No. 1, showed the final cost for the sidewalk ramps and sidewalks associated with ramps compliance for a total of \$21,567. Miscellaneous/Subdivision Managers Identified Sidewalk for a total of \$6,568. The total for sidewalks is \$28,135. Mr. Casari stated there was a credit for original quantity of retro fit detectable warnings 4 inch and sidewalk ramps 26- 6 inch for a total of \$14,934, which brings our total to \$13,201. Plus PRRMA added in additional curb and gutter for a total of \$3,955. PRRMA has spent a total of \$17,156 on sidewalks in 2011.

Mr. Casari stated there is one item left to complete on Muirfield. Our instruction was to remove the least amount of sidewalk possible, with the ramp and connecting sidewalk to be in compliance. This is a three-way intersection where the ramp is in the middle of the homeowner's front lawn. To get the ramp compliant, they dropped the sidewalk at the maximum permissible grade. The homeowner was very upset. Engineering has looked at this situation and agreed it doesn't look the best. To make it look right and slope the walk, it required the removal of many flags of sidewalk and would still have to deal with the grade. The homeowner is willing to do this because he is replacing his front lawn and can deal with the grade at that time. The other option is to eliminate the ramp completely. Where the ramp crosses the curb there is a little cut out, that section of curb will be removed and replaced with regular mountable curbing, 5 new flags of sidewalk will be removed, plus one that is cracked and dirt added to bring it level. Hardrock quoted a price of \$800 to do the work. There will be an additional \$800 and PRRMA will be done with the sidewalks for 2011.

iii. Discussion on Changes (seal coat/incremental mill, change of start date)

Mr. Casari stated based on the base contract amount of \$275,094 plus the sidewalk quantities equaling \$292,250, we need to be under \$290,000. It was discussed with Spalding DeDecker and the suggestion was to eliminate seal coating this year. Mr. Casari stated we are not sure of the longevity of seal coating; however it does seal some cracks. Only two continuous areas were being done with seal coating this year. The seal coating was 37,000-38,000 square feet that was scheduled this year and the total cost was going to be \$2,300. Mr. Casari stated he thinks we can eliminate the seal coating to get us closer to our budgeted amount. Mr. Casari stated he emailed all Board members and they did not have a problem with eliminating the seal coating. Mr. Casari stated he told Spalding DeDecker they needed to get the cost down further. Spalding DeDecker stated they had considered eliminating the 2 inch mill and resurface with the 1 1/2 inch incremental mill. This will reduce the cost to \$286,000. Mr. Casari stated this will give us a little extra for any issues that may arise. Mr. Casari stated we will eliminate the seal coating and switching an area to the 1 1/2 inch incremental mill and resurface.

The change in date to start will be the third week of August. The time frame for completion will be two to three weeks. Mr. Casari stated Dave asked for two additional signs. Mr. Kljun has the signs.

iv. Pending Issues

Mr. Sandys stated his Board wanted to make sure that no crack sealing will be eliminated. Mr. Casari stated nothing has been changed with crack sealing.

Mr. Stephens stated he had two homeowners that were upset their sidewalks were not replaced. Mr. Stephens stated one was the number of slabs that needed to be removed and the Board agreed we would not do that. The other was where he could not see the issue. Mr. Stephens stated the homeowners do not understand that even with the sidewalks almost perfect you can still get ponding and create ice in the winter. Mr. Sandys inquired is there a rule on ponding for replacement. Mr. Stephens stated if the ponding cannot be easily stepped over, or if the ponding last for several days this could be scheduled for replacement. Mr. Sandys stated maybe we can work on this over the winter months. Mr. Casari stated if the sidewalk is black in a certain area it is a good indication that ponding is extensive.

Mr. Casari stated there were not many sidewalk repair complaints.

v. Communication Plan

Mr. Casari stated communication is working well. June Waldbauer is good about getting information out quickly. June has the current schedule on the website. Mr. Sandys inquired if when the first sign goes up, if we could take a picture of it and place on the PRRMA website with a caption "look for this sign, construction". Mr. Kljun stated he will take the picture. Mr. Kljun stated he has the original drawing and he can email it to Mrs. Waldbauer.

vi. Board Members Comments and Suggestions on road repairs

Mr. Stephens stated we need to decide who does the sidewalk inspections. Next year PRRMA has to be very clear on who decides what sidewalks will be replaced. Mr. Casari stated his recommendation is to have Spalding DeDecker walk with the managers together, so there is no misunderstanding what will be done for 2012.

b. Insurance Updates

Mr. Kljun stated on 6-21-2011 PRRMA received a rebate of \$512.00 on workman's compensation for the previous year. PRRMA has a current policy that is in effect for the current year.

c. Lights

Mr. Kljun stated there is still on the books the refurbishment of the light taken down on Oakland Court. DK Electric is the contractor and Mr. Kljun will contact him on the status. DK Electric was to refurbish the unit and replace the broken glass and repaint. This unit when complete will be placed back into storage. Mr. Kljun stated as he knows, all lights along Glengarry and Summit Parkway are in working order at this time.

d. Signs

i. Sign replacement

Mr. Kljun stated there is an ongoing issue in Fairways. The sign blades have been ordered. The post we have in stock. As soon as Mr. Kljun receives the sign blades he will contact Fast Signs and ask them to assemble and replace the sign at Windridge Lane and Stonebridge Way. This replacement should be completed the middle of August.

Mr. Sandys stated he will be doing a survey of all the signs in Fairway Pines. Mr. Sandys stated three of the signs on Glengarry are loose. Mr. Sandys stated he

would like all three subdivisions checked by managers as this will affect the budget. Mr. Kljun stated it would be helpful if all managers would identify the signs in their subdivision and establish a priority for the ones needing repair.

Mr. Casari stated he received a call today from a resident in Fairways regarding the stop sign leading out of the subdivision onto Cherry Hill Road on the Cherry Hill Road side of the sidewalk. This resident rides his bike a lot and wanted to know the proper location for that stop sign. Mr. Casari stated the uniform manual states that where there is a marked cross-walk the stop sign has to be 4 feet away from the marked cross-walk. Mr. Casari state the cross-walks are not marked in this location. The sign should be placed a foot or two before the cross-walk. The sign in question is after the cross-walk. Mr. Casari stated that sign should be moved before the crosswalk.

Mr. Stephens stated we should check the condition of the sign before moving it. Mr. Kljun stated it cost \$395.00 to install a new sign and about the same to move it. Mr. Stephens stated let's wait until the sign needs repair and then move it at the same time. Mr. Kljun stated there is a monument at that location and it obscures the sign for walkers until you get right at the sign. Ms. Bilbrey-Honsowetz stated we have recognized a couple of issues tonight and if not investigated and addressed, and if something does happen, we may be considered negligent. Mr. Casari stated let's evaluate the condition of the sign to see if it needs replacing at this time. Mr. Sandys stated we may have Public Safety out, as some vehicles have been speeding in that area. Mr. Sandys will write a letter on PRRMA's letter head to Public Safety requesting their presence during peak times of the day.

ii. Approve Fairway's plan to add speed limit and children playing signs

Mr. Stephens stated residents have complained regarding speeding in this location. Mr. Stephens stated different measures have been discussed with HOA, PRRMA and Public Safety. These signs will be installed in the easement. The sign will be white with black lettering. Fast Signs will assemble the signs and install for \$1,000 for all the signs. This will be paid by the HOA. Speed limit signs will also have the children playing sign on the same post. Letters will be sent to the homeowners. Mr. Stephens stated they are trying to not put the signs on homeowner's property. Mr. Sandys would like this to be a standard for all subdivisions. Mr. Sandys stated he may have additional signs request from his subdivision. He will inquire at their next meeting.

Motion by Stephens, supported by Sandys to approve the stop signs and children playing signs for Fairways. Motion carried by all members present.

e. Trees

i. Trimming

Mr. Sandys stated there is a phantom tree trimmer in his subdivision regarding safety and clearance issues of the trees. The limbs were placed in the street and homeowners are upset. Mr. Casari stated this can be reported to the ordinance officer. Mr. Sandys stated it is being reported to the ordinance officer.

ii. Replacement

Mr. Kljun stated Geronimo Landscaping have identified shrubs that need replacement along Summit Parkway and Glengarry. The sprinkling frequency is good along Summit Parkway and Glengarry for planting new shrubs. Mr. Kljun stated he has heard from Lee Thurston from Canton Township on what shrubs are appropriate. Mr. Kljun stated we may want to discuss replacing trees and shrubs in the future. All major landscaping projects are completed by PRRMA. If a subdivision wants to replace a shrub here and there it would be the responsibility of the HOA. Mr. Casari stated Ms. Thurston could be a great help with these suggestions.

IV. New Business

a. 2011/2012 Budget

Mr. Kljun stated the new proposed budget for General Expenses for 2011/2012 shared by percentage by all entities is \$41,601.

Under maintenance, sign maintenance has increased \$7,000 based in previous budget. Sewer maintenance has been added to the budget for 2011/2012. Expected cost for general maintenance for 2011/2012 is \$22,100. Canton uses PRRMA for their conduit for maintenance cost of landscape and other items. The amount of \$25,955 reflects what we expect Canton's cost to be for 2011/2012 due to an increase in cost.

The total Common budget (maintenance and general expenses without roadway maintenance) for 2011/2012 is \$63,701.

Mr. Kljun stated the projected roadway repairs from reserves is \$290,000. Two numbers make up that reserve amount: amount of reserve assessment at \$203,300 and supplement from reserves of \$86,700 with no greater than 10% increase in assessments to each subdivision. Canton's portion increased 12.95% due to maintenance increases for Summit Parkway and Glengarry. Canton pays their entire assessment in January and the three subdivisions pays quarterly.

The cash flow projection for 2011 is based on investments, contributions by each association and expected costs for administrative cost, general maintenance cost, Canton cost and roadway cost. At the end of July the projected reserve is \$278,156. If the spending pattern projection is correct at the end of December 2011 the projected reserve amount will be \$68,122. Mr. Kljun stated, in August 2012, if we maintain the same spending pattern our reserve will be exhausted and we will be \$8,552 in the red. PRRMA will collect in November 2012 \$55,068 from associations and still be in the red \$16,472. Mr. Stephens stated this is inevitable. Mr. Stephen stated we knew the reserve would go away. Mr. Stephens stated 2013 will be difficult.

Mr. Sandys inquired if subdivision could pay bi-monthly. Mr. Kljun stated the Board has the authority to request the subdivisions to pay as needed. Mr. Stephens stated PRRMA's largest cash outlay is in August. We could request payments in February and July. All Board members will take this idea back to their respective Boards and bring back at the next meeting for a vote.

Mr. Casari stated we may not be able to maintain the PASER 57 if we reduce the roadway budget. Mr. Stephens stated he will plug the numbers into the Sims program.

We can instruct Spalding DeDecker how much we can spend for 2012. Mr. Casari stated in a couple of years we can have Spalding DeDecker run the model again.

Mr. Kljun stated it was brought up by the Board that PRRMA return to a calendar year. It was discussed that the managers go back and discuss this change with their Boards. Mr. Sandys stated he would like a letter from Mr. Kljun to change the fiscal year to a calendar year with all the benefits to PRRMA. Mr. Kljun will send a draft letter for managers to review and return with comments and suggestions.

Ms. Bilbrey-Honsowetz stated the accounting for Canton's expenses has not been very complete in the past. We need to account completely to allow Canton to better budget for these expenses. If a Canton employee does work it needs to be tracked. Mr. Casari stated Canton's CityView can track this also. Canton does snow plowing and salting of the boulevard and irrigation repair of the boulevard.

Mr. Casari stated the \$236,800 is the most we can spend on roads in 2012 and this includes administration planning and documents. Mr. Kljun stated it includes administration planning, documents and inspections. Mr. Casari stated we are not that far off from the model.

Motion by Sandys, supported by Stephens to approve the 2011/2012 PRRMA Budget which begins August 1, 2011. Motion carried by all members present.

	FY 2011-2012	Budget FY 2010-2011	Canton 20.48%	Fairway Pines 32.96%	28.22%	Pheasant View 18.34%
GENERAL EXPENSES						
Legal Fees	\$1,000	\$1,000				
Accounting/Audit	\$2,375	\$2,000				
Engineering (Roadway and Others)	\$16,700	\$0				
Fees and Permits	\$40	\$40				
Management Fees	\$9,576	\$9,576				
Office Supplies	\$250	\$250				
Postage/FAX	\$60	\$50				
Copying/Printing	\$300	\$300				
Professional Services	\$3,700	\$6,276				
Miscellaneous	\$1,000	\$1,000				
Income Taxes	\$2,500	\$2,500				
Insurance	\$4,100	\$4,000				
Subtotal	\$41,601	\$26,992	\$8,520	\$13,712	\$11,740	\$7,630

	FY 2011-2012	Budget FY 2010-2011	Canton 20.48%	Fairway Pines 32.96%	Fairways 28.22%	Pheasant View 18.34%
MAINTENANCE						
Reserve for Unanticipated Contingencies	\$0	\$0	\$0	\$0		
Asphalt/Concrete Maintenance	\$0	\$0	\$0	\$0		
Landscape Repair/Replace	\$2,000	\$2,000	\$1,000	\$450		
Fertilizer - Lawn/Trees	\$0	\$0	\$3,425	\$3,425		
Vegetation Killer	\$3,600	\$3,600	\$0	\$0		
Flowers	\$0	\$0	\$0	\$0		
Mulch	\$0	\$0	\$5,800	\$5,000		
Landscape Maintenance	\$0	\$0	\$12,030	\$12,030		
Sprinkler Maintenance	\$0	\$0	\$1,000	\$0		
Sign Maintenance	\$10,000	\$3,000	\$1,000	\$1,000		
Snow Removal	\$0	\$0	\$0	\$0		
Salt/Ice Melter	\$0	\$0	\$0	\$0		
Electrical Maintenance/Repair	\$2,200	\$2,200	\$0	\$0		
Miscellaneous	\$1,200	\$1,200	\$0	\$0		
Street Sweeping	\$2,100	\$2,100	\$0	\$0		
Electricity Cost	\$0	\$0	\$1,700	\$0		
Water Cost	\$0	\$0	\$0	\$0		

Sewer Maintenance	\$1,000	\$0	\$0	\$0		
Subtotal	\$22,100	\$14,100	\$25,955	\$21,905		
Total Common Budget (Maintenance + General Expenses)	\$63,701	\$41,092	\$13,046	\$20,996	\$17,976	\$11,683
Total Reserve Assessment	\$203,300	\$194,645	\$41,636	\$67,008	\$57,371	\$37,285
Supplement from Reserves	\$86,700	\$125,355				
Projected Reserve Repairs from Reserves	\$290,000	\$320,000				
Total Assessment (Common+Reserve)	\$292,956	\$264,642	\$80,637	\$88,004	\$75,348	\$48,968
2010-2011 Budget Assessment			\$71,618	\$80,006	\$68,500	\$44,518
Budget Difference FY2010-2011 vs FY2011-2012			\$9,019	\$7,997	\$6,847	\$4,450
% Change from FY 2010-2011			12.59%	10.00%	10.00%	10.00%
FY2010-2011 Quarterly Assessment				\$20,002	\$17,125	\$11,129
FY2011-2012 Quarterly Assessment				\$22,001	\$18,837	\$12,242
Quarterly Assessment Difference FY2009-2010 vs FY2010-2011				\$1,999	\$1,712	\$1,113

V. Other Business

a. Change of Township Representative

Mr. Casari is retiring September 16, 2011. Upon her acceptance, Ms. Bilbrey-Honsowetz will be the chair to replace Mr. Casari. Ms. Bilbrey-Honsowetz stated she would like to thank Mr. Casari for his efforts, patience and solution based approach with PRRMA. Mr. Casari stated the Township Supervisor will name his successor on the PRRMA Board. The other Canton representative will be an engineer.

Mr. Kljun stated Fidelity Bank will need another signature on the account for signing checks. Ms. Bilbrey-Honsowetz will be added to the accounts and sign the form for the bank.

Motion by Stephens, supported by Sandys to add Ms. Bilbrey-Honsowetz as a signatory on the accounts with Fidelity Bank. Motion carried by all members present.

The next meeting will be Monday, August 29, 2011 at 5:30 p.m.

Mr. Kljun distributed the official audited financial statements as of July 31, 2011 to all managers.

VI. Adjournment

Motion by Stephens, supported by Sandys to adjourn at 8:19 p.m. Motion carried unanimously.