

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
AUGUST 29, 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, August 29, 2011.

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

Members Absent: None

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

I. Call to Order

Mr. Casari called the meeting to order at 5:45 p.m.

a. **Approval of Meeting Minutes:**

- i. June 8, 2011 Meeting Minutes
Motion by Sandys, supported by Stephens to remove from the table and approve the June 8, 2011 minutes as presented. Motion carried unanimously.
- ii. July 25, 2011 Meeting Minutes
Motion by Stephens, supported by Sandys to approve the July 25, 2011 minutes as presented. Motion carried unanimously.

Mr. Casari stated the sidewalk costs have been amended. All Board members were emailed the amended costs. Mr. Casari stated at the July 25th meeting he stated the sidewalk costs was \$28,000 minus the \$14,000. The sidewalk cost was actually \$26,000-\$27,000.

II. Financial Activity Review:

- a. Current Reports for month ending July 2011
Mr. Kljun emailed the financial documents for the month ending July 2011 to all Board members. Mr. Kljun stated he ran a quick balance sheet as of August 29, 2011. All subdivisions are current with dues for the 1st quarter. All dues were placed in the checking account. Mr. Kljun stated he believes that all the money in the Huntington Bank Money Market will be used to pay for the road repairs this year. Mr. Kljun stated he expects to keep the Flagstar Rising Rate CD because it is giving the best interest rate.

Mr. Kljun stated the inventory of signs has been reduced as of the end of last month. There are two signposts in inventory. The signpost at Windridge and Pheasant View has been completed. There is one modification remaining. One of the sign blades has the wrong street name and this will be corrected. This sign will have three sign blades as it has three different street names at that intersection.

The balance sheet reflects payments to Al's Asphalt for \$61,105 and Spalding DeDecker for \$16,699. Our accounts payable is \$3,414.52 and a portion of that money belongs to Spalding DeDecker and \$340 for insurance this month. We will still owe Al's Asphalt \$230,000-\$240,000.

III. Unfinished Business:

a. Road Repairs

i. Pending Issues

Mr. Casari stated there are some issues with the asphalt truck tracking asphalt. The back of the truck is supposed to be swept, but it appears none of the asphalt trucks did, leaving asphalt to drop on the pavement at intersections. Mr. Casari stated that Dave Coppola indicated he would get on it right away and have it cleaned up. Mr. Casari stated we could withhold payment until this is cleaned up.

Mr. Stephens stated he received an email from a resident stating they did not replace the asphalt when they did the curb. Mr. Stephens received the email on August 23rd and has not checked to see if it has been repaired. Mr. Stephens stated he will check this on his way home tonight.

Mr. Casari stated of the homeowner whose sidewalk dips in Fairway Pines, Hardrock Concrete will replace this. They are supposed to be back in the Township by the end of the week or first of next week. Ms. Hidalgo will check on this to verify. The invoice will come to PRRMA from Hardrock for \$800. Mr. Casari stated the homeowner is in no hurry. Mr. Casari stated the crossing, curb, walk and one flag that is cracked will be removed and put back to grade and will no longer have a crossing. The homeowner will replace his own lawn.

Mr. Waldbauer inquired if there was any work to be done on Summit Parkway. Mr. Waldbauer stated there were potholes filled with water and he is concerned. Mr. Casari stated we are trying to hold off another year for any repairs on Summit Parkway. Public Works can do some pothole patching in the meantime. Mr. Casari stated Summit Parkway will get mill and resurfacing next year.

Mr. Kljun inquired if the repairs are complete at the entrance of Fairway Pines at Highland regarding the broken concrete. Mr. Casari stated he understands the work has been completed. However, there is a punch list of things that were missed. Mr. Casari asked Mr. Kljun to email him with this information and it can be placed on the punch list.

Mr. Sandys inquired if Paul will make a final inspection with the map of work that should have been completed. Mr. Casari stated Al's Asphalt will submit

their invoice and will check to verify that all work was completed, and approve or not approve based on the punch list. Mr. Casari stated if there are a number of issues still pending, we can hold payment. Mr. Casari stated he would like any issues emailed to him and he will email them to Paul.

ii. Communication Plan

Mr. Casari stated it was discussed at the last meeting that next year the managers will walk with Spalding DeDecker to compose a list of sidewalk repairs. Mr. Waldbauer stated he believes the three Roadway Managers can handle sidewalks ourselves. Mr. Sandys stated he agrees.

Mr. Stephens stated he has no complaints from his residents on the communication. Mr. Sandys stated hats off to June Waldbauer for her work on communication on the website. June did a great job.

iii. Board Members Comments and Suggestions

Mr. Sandys stated we will do the plan for sidewalks next year. Roadway repairs went well. Mr. Casari stated the seal coating looks like it wore off in some areas.

Mr. Stephens stated we need to re-stripe the golf cart crossings where new asphalt was laid. Mr. Kljun stated Al's Asphalt did this last year. Mr. Casari stated we should have a copy of the drawing from last year. However he cannot remember if that was part of the bid or not. Mr. Kljun indicated a solid band would be less than crosshatching. Mr. Kljun inquired if the crossing was made with a concrete base, 6-8 inches with pavers placed on top, would it be more durable. Mr. Serchak stated a concrete base with pavers, even if they stuck up a little bit, would be the best way to do pavers. Mr. Casari stated he agreed but it would be costly. Mr. Kljun stated we could get a price quote for this application. Mr. Stephens stated he would not be in favor of doing this now. Mr. Waldbauer stated he is interested in heat overlay for the markings. Mr. Casari stated we might try this concrete with pavers at one location. Mr. Stephens stated he would like to see this application after a couple of years to see its durability. Mr. Casari stated we are getting bids for the striping and thermo heat application.

b. Insurance Updates

Mr. Kljun stated we are current on our insurance and we will be paying our next month installment by the 4th of September. This payment is withdrawn automatically from our account.

c. Lights

The contractor is working on the rebuild of one of our lights. Mr. Kljun stated he received an email from Fairway Pines that the light at Glengarry and Highlands is not operational. Mr. Kljun stated he has contacted D.K. Electric and informed them that the light needs repair. Mr. Stephens stated the light at Glengarry and Brookmill is out. The bulbs may be burned out.

Mr. Kljun stated he contacted DTE with the direction of the Board, and had them start the paperwork necessary to convert the electric meter at Beck and Glengarry

from currently Fairways HOA to PRRMA. This will be 100% funded by Canton. Mr. Waldbauer inquired if we keep an inventory of light bulbs and ballast. Mr. Kljun stated we keep no inventory of light bulbs and ballast, and order only if it is required. Mr. Waldbauer stated Pheasant View has always maintained inventory for lighting as to not burden PRRMA with simple bulb and ballast replacements. Pheasant View purchases from Lighting Supply Company, 10651 Northend Avenue, Ferndale, Michigan 48220, 800-544-2852. The high-pressure sodium 70-watt medium base is \$12.56 and the high-pressure sodium 70-watt light ballast is \$32.96.

d. Signs

i. Sign replacement status

Mr. Kljun stated the sign at Windridge is partially installed and awaiting the sign blade. Mr. Kljun stated Pheasant View contacted him regarding the sign at Crowndale and Windridge that is about to fall over. Mr. Kljun stated the signs at Cypress Court and Muirfield is in need of repair. We currently have two 14-foot complete posts. The sign at Cypress Court and Muirfield will not require a stop sign, but will require new blades. The Crowndale and Windridge sign will require a stop sign and two blades. Mr. Sandys stated it needs to be replaced if it is a safety hazard. Mr. Kljun stated the replacement of these two signs will exhaust our inventory of poles. Mr. Kljun stated he will start the process of the replacement of the poles, and order 4 new poles for inventory and only order stop signs as needed.

Mr. Kljun stated he received an email from Mr. Casari that the sign at Highlands and Cherry Hill is on the wrong side of the sidewalk. Mr. Kljun stated he sent a request for quotation to Fast Signs to take the existing sign and relocate that sign to the south side of the sidewalk. A quote to install a new sign has also been requested. He will deliver the quotes to the Board when they are received. Mr. Casari stated the Michigan Manual on Uniform Traffic Control Devices (MMUTCD) states that at a marked crosswalk, the sign has to be 4 feet before the marked crosswalk.

Mr. Kljun stated he has information from Fast Signs regarding the damage to the sign at Country Club and Cherry Hill. Fast Signs is concerned with the cost for the repair, removal of the sign, and the repair of the sprinkler system. Fast Signs indicated they could have done it less expensively. Fast Signs insurance has a high deductible and this is cash out of their pocket. Fast Signs has indicated a *Proposal for Trade* as opposed to writing a check. Mr. Stephens stated Fast Signs installed the sign and punctured the irrigation line and the sign needs to be removed. The cost to remove the sign and fix the irrigation system was \$1,800. All managers agree to Fast Signs' *Proposal for Trade*. Mr. Kljun stated MISS DIG was contacted and Fast Signs was given the green light to go.

ii. Sign replacement procedure

Ms. Bilbrey-Honsowetz stated the signpost and stop sign in Pheasant View that was knocked down and stayed down, because she was not aware that the golf course staff would go and get the sign and put up a temporary sign. As soon as she learned of this procedure, she got a temporary sign up right away. The modified procedure will be that the notice goes to Mr. Kljun, Mr. Kljun makes

contact with the vendor, the vendor comes out, picks up the downed sign, and places a temporary sign in place. When the new sign is available it will be installed and the vendor will remove the temporary sign. Mr. Kljun has contacted Fast Signs and made this proposal. Fast Signs agreed with this proposal, for Fast Signs to respond within 48 hours for a charge of \$160. Mr. Sandys stated in the case of Mr. Kljun's absence from the community within 24 hours, he would like to see an alternate from Canton to make the call to the vendor. Ms. Bilbrey-Honsowetz will make this change to the procedure. Mr. Kljun inquired if signs are installed by the respective HOA do they follow the same procedure. It was discussed that signs installed by HOA are not PRRMA's responsibility. Mr. Kljun will make any additional changes to the procedures.

e. Trees

i. Trimming and replacement

Tree trimming is ongoing. Mr. Waldbauer stated there is a dead tree at the Crowndale Boulevard entrance, on the north side of the westbound lane. Mr. Casari stated Ms. Thurston will be working with PRRMA and helping with suggestions. Mr. Kljun will get a quote for the landscaping. Mr. Waldbauer stated there is irrigation along the curb.

ii. Removal of fallen tree along south side of Glengarry Boulevard, west of Summit Parkway

Mr. Casari stated there is a commons area by the Pineview Subdivision, and it is confirmed that the tree is the Pineview Subdivisions. Ms. Thurston was contacted and she has contacted Pineview HOA and they will take care of the fallen tree. Our contractor took care of branches that were broken off one of PRRMA's tree.

IV. New Business

a. Change of Township Representative

Mr. Casari stated Bill Serchak will take over for Mr. Casari upon his retirement and Ms. Bilbrey-Honsowetz will take over as chairperson. Mr. Casari stated upon his retirement there will be some reorganization within Canton. Public Works will be doing the operational portion out of the Sheldon Road building. Public Works does the pothole repair and street sweeping for PRRMA. Bob Belair will be the Public Works Manager. Mr. Serchak will be taking the position as Engineer Manager.

b. On street parking

Mr. Sandys stated he has a complaint from a resident in his subdivision regarding commercial vehicles being parked in driveways. This resident was upset that Canton Ordinance Officers came out and had him move his vehicle. This resident thought the neighbor across the street called the Canton Ordinance Department. The resident proceeded to park the commercial vehicle in front of his neighbor's home. His HOA Board tried to calm the owner of the vehicle with no resolution to this issue. Mr. Sandys stated they have had two other issues with commercial vehicles being parked on the street. Mr. Sandys stated one of his Board members wants a change made to their Covenants and Restrictions where you could not park a commercial truck in driveways. Another Board member indicated the roadway is PRRMA's jurisdiction. It was indicated that his HOA cannot make a change to

their covenants & restrictions unless it comes from PRRMA. Mr. Sandys stated there is no ordinance indicating that commercial vehicles cannot park on the street within certain hours. His HOA would like PRRMA to limit commercial vehicles from parking in their driveways and on the streets. Mr. Sandys stated he feels this is a Township Ordinance issue. Mr. Serchak inquired if PRRMA's Charter now gives PRRMA Board authority over anything other than construction and maintenance. Mr. Casari stated PRRMA's Charter does not regulate use. Mr. Serchak stated he does not believe there are any covenants or restrictions that exist with PRRMA. The covenants and restrictions exist with each HOA.

Mr. Casari stated Canton's ordinance does deal with running a commercial business from the home. Mr. Stephens stated it is the HOA responsibility to change their covenants and restrictions. Mr. Kljun stated he does not believe it would be legal to restrict a resident from parking a vehicle at this residence when he just uses this vehicle to go to and from work. Mr. Casari stated the weight issue will impact the roads and the size will impact the safety and visual impact in the community. Mr. Serchak stated that would be a question for the Township. Mr. Sandys stated he will tell his HOA Board that it is up to them to make their own changes to the covenants and restrictions and PRRMA has nothing to do with it.

V. Other Business

a. Next meeting date

The next meeting will be Monday, October 17, 2011 at 5:30 p.m.

VI. Adjournment

Motion by Waldbauer, supported by Sandys to adjourn at 7:07 p.m. Motion carried unanimously.