

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**OCTOBER 17, 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, October 17, 2011.

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township, Bill Serchak, 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

**I. Call to Order**

Mr. Casari called the meeting to order at 5:38 p.m.

a. **Approval of Meeting Minutes:**

i. August 29, 2011 Meeting Minutes

Motion by Waldbauer, supported by Sandys to approve the August 29, 2011 minutes as presented. Motion carried unanimously.

**II. Financial Activity Review:**

a. Current Reports for month ending September 2011

Mr. Kljun stated all members were emailed a copy of the financial documents for September. Mr. Kljun distributed the Balance Sheet as of October 17, 2011. Mr. Kljun stated the inventory portion of the balance sheet indicates we have received 6 additional poles to keep in stock. Under inventory the prepaid expenses includes underground broken water lines from the direction by the Board asking Fast Signs for a reduction in installation. Mr. Kljun stated \$295.07 is the remaining balance in the Prepaid Expenses. Mr. Kljun has a document from Fast Signs that confirms all the information concerning the inventory plus the prepaid expenses.

Currently PRRMA's assets are \$74,348.35. Mr. Kljun stated the checking account is still rather high at \$32,964.70. Mr. Kljun stated he received today the application # 3 for payment to Al's Asphalt for \$22,000 that will reduce the checking account further.

Mr. Waldbauer stated we still have an amount in accounts receivable for Fairway Pines. Mr. Kljun stated that is correct, \$335.71. Mr. Sandys stated he will see that this is paid.

b. Cash Flow Analysis

Mr. Kljun distributed the cash flow analysis for 2011 and 2012. Mr. Kljun stated the 2011 cash flow analysis for 2011 is accurate through September with actual expenses. The projected reserve amount is \$37,250 which is what we have in the reserve at this time. Mr. Kljun stated October will be updated at the end of October

which will indicate a significant change. Currently it is projected \$7,208 for roadway expenses for October but it will actually be \$22,000. This means the projection for October reserve amount of \$51,387 will be \$22,000 less. This will leave the reserve balance of \$29,387.

Mr. Kljun stated the 2012 Projected Cash Flow is a continuum of the 2011 Projected Cash Flow. The income includes investments and dues from each of the associations. The dues include a 10% increase beginning in 2012/2013 Fiscal Year. Mr. Kljun stated it also shows that PRRMA will be able at this time to have maintenance expenses for roadways in the range of \$236,800 as shown. Mr. Kljun stated the reserve will reach its low point in October 2012 at \$19,000 assuming all payments will be on time. Mr. Kljun will continue to update this analysis on a regular basis. Mr. Kljun stated this indicates that after 2012 PRRMA will need to review the projected expenses on roadways very closely.

Mr. Sandys inquired if this document would be beneficial to show to the HOA Board. Mr. Stephens stated he tries to share as much with his Board as possible, or at least touching on the highlights. Mr. Waldbauer stated he would condense this information onto one sheet of paper including the highlights. Mr. Waldbauer stated his Board wants to know the quarterly assessments and what is spent on roadways. Mr. Kljun stated these assessments and roadway repair costs are included in the projected cash flow documents.

Mr. Kljun stated the interest PRRMA has received for the month of October is \$9.94.

c. 2011/2012 Budget Discussions

Mr. Stephens stated there was discussion at the last meeting on two dues payments, one in February and one in July. He discussed this with his Board and there were no concerns with doing this, if it will help the cash flow. Mr. Sandys inquired if PRRMA wanted to invoice the HOA's for these payments. Mr. Kljun stated he thought the discussion was to invoice quarterly or invoice monthly. Mr. Stephens stated that is correct, we did discuss that, but we then proposed that if we could have all the dues before we received our roadway repair invoices it would be beneficial for the cash flow. Mr. Stephens stated February and July were the best months to accomplish this goal. Mr. Stephens stated it was discussed that PRRMA would go to a January to December Fiscal Year. Mr. Kljun stated the financial documents could be changed, but the tax year would remain the same for the next four years. Ms. Bilbrey-Honsowetz inquired if we decided to keep the fiscal year the same. Mr. Waldbauer stated he thought that PRRMA did not have a choice. Mr. Kljun stated in creating an audit and paying taxes the fiscal year has to remain August through July for the next four years. Mr. Kljun stated PRRMA can change its financial projections and the preparation of financial documents on the basis of January through December. Mr. Waldbauer stated in his opinion changing our fiscal year from August to July was a mistake. Mr. Kljun stated the auditor changed PRRMA's fiscal year with the Federal Government and we have to remain in this fiscal year for 6 years. Mr. Waldbauer stated he very much supports moving back to a calendar fiscal year.

Mr. Stephens stated we can change our fiscal year any time as needed, however not the tax year. Mr. Waldbauer stated he feels this would be very confusing for everyone. Mr. Stephens stated we could leave the fiscal year from August through July and

invoice a February payment. As soon as our budget is approved in August we could invoice the HOA for the remainder of that year. Mr. Kljun stated currently we invoice twice per fiscal year, August and November. Mr. Stephens stated for the November invoice to HOA for \$58,389 would be invoiced in August. Mr. Stephens stated for 2012 it looks like we would be ok. However, if we find a year that we have a large roadway maintenance invoice, the \$58,389 in August would be greatly needed then rather than in November. Mr. Waldbauer stated Pheasant View would default on the February payment if this is changed. Mr. Waldbauer stated Pheasant View would barely be 50% collected by then.

Mr. Kljun stated PRRMA has made three payments to Spalding DeDecker and Al's Asphalt. Mr. Kljun stated these are being paid very quickly and actually we have 30 days for payment. We could shift payments out into November if necessary. Mr. Stephens stated we could do nothing different now, and if we find ourselves in a situation; we could go back to the HOA's and request an early dues payment. Mr. Waldbauer stated by August and November Pheasant View would have collected as much of the dues as they will collect. Mr. Kljun stated PRRMA is not in a crucial situation at this time and we have sufficient money available. Mr. Kljun stated by October of 2012 the reserve will be approximately \$19,000. Mr. Stephens stated if there is a problem next year we can ask the homeowners if they can pay early.

Mr. Stephens stated maybe there is a benefit for collecting dues early. If we collect in August and November together we could put this money into a 6 month CD, knowing we would not need to access it right away. This would give us the best possible rate of return we could get at this time. Mr. Sandys stated we need to inform the associations as early as possible to accommodate their budgets.

Mr. Stephens stated a model motion for the next meeting will be to combine payments #1 and #2, August and November with the intent to realize an investment in a CD over the winter period when PRRMA does not need the money. All managers will go back to their boards with this information for discussion. Ms. Bilbrey-Honsowetz will keep this item on the agenda under 2011/2012 Budget Discussions to consider motion of combining dues payments #1 and #2.

Mr. Kljun will call the financial institutions to see what is being offered for 6 month CD's.

### **III. Unfinished Business:**

#### **a. Road Repairs**

##### **i. Follow up on 2011 Plan**

Mr. Serchak stated he thinks Al's Asphalt did a good job on the roadway repairs. Ms. Bilbrey-Honsowetz stated next year she would request that the asphalt trucks be cleaned before they take them out on the roads. This can be highlighted on the next contract. Mr. Serchak stated Spalding DeDecker can put this in the specifications also.

##### **ii. Planning for 2012**

Mr. Serchak stated we are meeting with Spalding DeDecker on November 28th. Mr. Serchak stated he is interested in seeing if the ratings over the next few years warrant \$230,000 worth of maintenance. Mr. Stephens stated

our target was 57 PASER and with the work completed thus far we are actually at a 70 PASER rating. Mr. Stephens stated we changed some scheduled work and it was estimated that we would decrease from the 70 PASER rating. It was generally felt that PRRMA has made good progress on the roads and this might allow us to revise the roadway repairs in the future. Mr. Stephens stated he felt the roads in the subdivisions are in really good shape. Mr. Stephens stated Summit Parkway needs repairs the most and we expect to do this next year. Mr. Stephens stated all of Fairways issues were addressed this year.

Mr. Sandys inquired if the cost would be prohibitive to have Spalding DeDecker drive the subdivisions now to get the PASER rating now and compare the ratings in the spring. Mr. Sandys stated he still has a few complaints (inadequate) regarding crack sealing.

Mr. Serchak stated we can talk to Spalding DeDecker regarding the cost for two PASER ratings. In his mind, it would cost lots of money. A PASER rating requires at least 3 people in a vehicle traveling 5 miles per hour and all agreeing on each segment of roadway. This is pretty labor intensive. Having a PASER rating done this year or next year may be useful. However, he would be hesitant to do it so quickly. He suggests waiting another year or two since the roadways are in good condition.

Mr. Stephens stated PRRMA could take detailed pictures of the crack sealing issues this year and then do the same in the spring for a comparison. Mr. Serchak stated crack sealing is preventing water from penetrating. Mr. Sandys stated one resident thought that crack sealing would level the crack, which it does not accomplish.

Ms. Bilbrey-Honsowetz stated if we took digital photos within the next 30 days we could download and put them into a power point presentation and label them to examine in the spring.

Ms. Bilbrey-Honsowetz stated there will be an internal meeting with Paul from Spalding DeDecker and bring back discussion items to the Board as an agenda item at the next meeting if needed. Mr. Waldbauer stated we have had Spalding DeDecker for 3 years for the construction of PRRMA roadway repairs.

Mr. Sandys stated Al's Asphalt did an outstanding job this year and the communication was marvelous. He has not received any complaints. Mr. Sandys stated he would like a letter written from the Board telling Al's Asphalt what a great job he and his employees did for PRRMA. Ms. Bilbrey-Honsowetz will have a complementary letter composed to Al's Asphalt and his employees for the great job and great communication on this year's roadway repairs.

Mr. Serchak inquired what PRRMA's typical schedule was for Spalding DeDecker bidding this project. Mr. Stephens stated we had planned to bid a little bit later this year. However, we pulled the schedule ahead rather quickly. Mr. Waldbauer stated it was deciding what sidewalk ramps (concrete) to be done that delays the schedule. Mr. Kljun stated the Canton Liberty Fest in June

has to be considered also. Ms. Bilbrey-Honsowetz stated the roadway repairs are phased around the Liberty Fest as to not interrupt the neighbors. Mr. Serchak stated he would suggest using the same contractor for concrete and asphalt.

Mr. Stephens stated we had our first meeting with Spalding DeDecker in February of 2011. Ms. Bilbrey-Honsowetz will check the minutes to be sure.

iii. Communication Plan

Mr. Waldbauer inquired if we are still missing banners. Ms. Bilbrey-Honsowetz stated we are missing two banners. She stated two spares were never opened so we may not need to order additional banners. If we need additional banners we can order in the spring. Mr. Waldbauer stated his only complaint is that the banners were left out much longer after the work was completed.

b. Insurance Updates

There are no insurance issues at this time.

c. Trees and Shrubs

i. Trimming

Ms. Bilbrey-Honsowetz received a complaint and it was addressed the first week of October. The complaint was that it was difficult to see at a cart crossing due to overgrown shrubs. Those shrubs have been trimmed and are satisfactory.

ii. Future Replacement

Mr. Waldbauer inquired if Pheasant View will have a Linden tree replaced on Crowndale Boulevard, on the north side of the westbound lane. Mr. Kljun will contact Crimboli to replace the tree. Mr. Waldbauer stated to inform the contractor of irrigation along the curb at that location.

Ms. Bilbrey-Honsowetz stated there are a lot of shrubs that are overgrown and this may reduce the visibility for drivers. Lee Thurston, Canton Landscape Architect, could assist with suggestions for replacements. Mr. Stephens stated if there are no issues with sight lines he would rather leave the shrubs alone. Mr. Waldbauer inquired two years ago for permission for Pheasant View HOA to prune, trim and remove dead shrubs behind the entry monuments. He stated they removed those that were dead, but have not replaced them. Mr. Serchak will ride along with Ms. Thurston and give the Board an update. Mr. Waldbauer stated Andrew's Tree Service from Plymouth will pick up the pile of debris for \$30.

**IV. Other Business**

a. Storm Water Maintenance Responsibilities

Mr. Sandys stated there is a resident of Fairway Pines who had two sections of his driveway collapse. There happens to be a sewer cap located at his driveway. The Township sent someone out and they indicated nothing could be done. The resident believes that Canton and PRRMA are responsible for the storm sewer and his driveway. The homeowner wants someone to pay for the two slabs of concrete. Mr. Sandys stated

he inquired and there are two types of drains, water and sanitary. Mr. Sandys stated there is a drainage problem at this residence. These slabs need to be removed to find the problem. Mr. Kljun stated a number of years ago there were three driveways in each subdivision that were repaired due to a drainage problem in the storm sewer that caused the soil to erode. Mr. Kljun stated PRRMA paid for these replacements. There was one in Fairway Pines that was normal subsidence and is the homeowner's responsibility. If there is a leakage in the drain system it is the Township's responsibility. Mr. Serchak showed a generic drawing of the pipes that defined whose responsibility for each pipe. Each master deed defines responsibility and they are not consistent. The sump line to the storm sewer is the homeowner's responsibility. Mr. Serchak stated this generic drawing can be scanned and placed on the PRRMA website but indicated that in each subdivision, we need to refer to the master deed. Mr. Serchak will get the master deed to each subdivision for Board members.

Mr. Serchak stated the storm drain is in good condition at the resident's home in Fairway Pines and it is not the cause of the collapse of the driveway.

Mr. Stephens stated the language for responsibility guidelines should read responsibility depends on precise location. See your master deed for plan or if still unsure, contact Canton Engineering. Mr. Kljun stated he will check out the specifics on each driveway, landscaping, property or residence for clarification.

Mr. Stephens stated the golf cart crossing on Glengarry at Summit Parkway floods quite deeply during heavy rains. It does drain well, but believes there may be an issue. Mr. Serchak stated it is not common that the storm drains get plugged. What is happening is that the storm exceeded the capacity of the pipe. The pipes in front of your homes are intended for the 10-year storm. The streets with these storm sewers are intended to flood when you exceed with that type of an event. The ponds are designed to hold a 100-year storm. The ponds are intended to retain a significant amount of water from what the pipes can deliver to them. What Mr. Stephens saw is intended to happen. If the water had stayed and not drained, then there would have been a possible issue. Mr. Serchak stated we had a 100-year storm on May 25th and 26th where Ford and Canton Center flooded and the water overwhelmed systems everywhere.

Mr. Kljun stated the stop sign installation in Pheasant View will be completed by Thursday. The nameplates for Stonebridge Way, Windridge Drive and Windridge Boulevard have arrived and will be installed as well as the stop sign for Windridge and Crowndale.

b. Next Meeting

The next PRRMA meeting will be Monday, December 5, 2011 at 5:30 p.m.

V. **Adjournment**

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