

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**FEBRUARY 13, 2012**  
**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, February 13, 2012.

**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, Jacob Ensley, Spalding DeDecker

**I. Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:40 p.m.

- a. **Approval of Agenda**  
Motion by Waldbauer, supported by Serchak to approve the agenda as amended moving Unfinished Business to Item II and Financial Activity Review to Item III. Motion carried unanimously.
  
- b. **Approval of Meeting Minutes:**
  - i. December 5, 2011 Meeting Minutes  
Motion by Sandys, supported by Waldbauer to approve the December 5, 2011 minutes as presented. Motion carried unanimously.

**II. Unfinished Business:**

- a. Road Repairs
  - i. 2012 Proposed Project  
Jacob Ensley stated all managers should have received a copy of the plans.
    1. SDA Scope of Services:
      - a. Meetings (4)
      - b. Pre-Construction Site Visits (grade shots)
      - c. Development of Design/Construction Documents (finalizing)
      - d. Bidding
      - e. Construction Administration and Inspection
    2. Overall 2012 Project Scope
      - a. Anticipated construction cost of \$200,000. Bids this year may change the projected cost. This includes estimated quantities for curb, sidewalk (managers decide), sidewalk ramps, crack sealing and mill and repair. Final quantities will be determined during pre-construction site visits.

Mr. Serchak stated secondary ramps, mid block, are removed with the Sidewalk Program in the Township if they are

- damaged. Those ramps are not replaced. Mr. Serchak stated the County Road Agent views them as a crossing to nowhere.
- b. Preliminary Design Drawings show work areas according to the management model. Due to the reduction in costs, all three locations on Summit Parkway are designated as alternates. Mr. Ensley stated some of the areas on Summit Parkway are in bad condition. If PRRMA has the money, he advises them to use it for Summit Parkway. Mr. Stephens stated this surprises him because last year with the construction on Canton Center, it was decided to wait on Summit Parkway. He was expecting to see most of the work done on Summit Parkway this year. Mr. Stephens inquired if Summit Parkway is being classified as an alternate due to it being a better investment to spend the money on other roads this year? Mr. Ensley stated it was based on Summit Parkway being a lower priority from last year. Mr. Stephens stated Summit Parkway is an equal priority. Mr. Ensley stated other than Summit Parkway there is not a whole lot of pavement needing surface repair with the exception of Fairway Pines. Mr. Stephens stated we should follow the model with a 57 PASER rating across all the roads. Mr. Ensley stated all the repairs noted are needed to bring the roads to a PASER rating of 57. However that is based on the \$270,000 budget. Deciding on the \$200,000 budget priorities will have to be set. Mr. Sandys stated there are a couple of areas on Summit Parkway that will have to be repaired and will only get worse if not repaired.

Mr. Serchak stated it is PRRMA's decision to choose where alternates would be. We could choose alternates in subdivisions and then allow areas on Summit Parkway to be repaired. He is not opposed to fixing the very bad areas on Summit Parkway and do more on Summit Parkway in 2013. Mr. Sandys stated there is still animosity in Fairway Pines that they are paying for any repairs on Summit Parkway. Mr. Stephens stated Mr. Sandys stated he could share with his board that this year we had a choice in prioritizing the residential areas or Summit Parkway. However, next year, Summit Parkway will be a priority. Mr. Waldbauer stated if we pull Summit Parkway out of the model that puts the cost at \$196,000 which is under the \$200,000 budget. Mr. Serchak stated any major repairs will have to wait until 2013 for Summit Parkway.

- c. Majority of milling/replacement work is within Fairways Subdivision and with crack sealing in other areas. Pheasant View has essentially all crack sealing, with a few cut and patch areas to be determined. There will be no seal-coating work this year.
- d. Asphalt repairs will be the same as last year: Profile mill with 1.5 inch overlay, 1/5 inch mill and replace, 2 inch mill

replace. Incremental mill and replace quantity estimates have been included in an allowance in cost estimate; actual quantities will be determined during construction upon approval from PRRMA.

- e. Final quantities will be provided on bidding documents - the intent of this meeting is to make sure everyone is on board with the proposed work areas in each subdivision.
- f. The project will be bid to 3-5 local contractors. Al's Asphalt will be invited to bid on this year's work. SDA will conduct a pre-bid meeting, provide all necessary bidding and contract documents, and provide bid evaluation and recommendation. Mr. Ensley inquired if PRRMA wants to use the same standard contract documents that were used last year. Mr. Serchak stated yes, these are standard contract documents and can be used again this year.

Mr. Sandys inquired why Fairway Pines roads are deteriorating faster than the other subdivisions. Mrs. Bilbrey-Honsowetz stated it is the oldest subdivision. Mr. Kljun stated each developer used their own contractors for the installation of the roadways. Mr. Serchak stated the roads in Fairway Pines are reaching the end of their useful life.

### 3. Sidewalk/ADA Ramps

- a. The current plan is to continue the ADA ramp strategy from previous years, which is to remove/replace the ramps at intersections that are being milled and replaced with asphalt. Mr. Stephens stated he hopes to do fewer sidewalks this year. Mr. Ensley stated \$19,000 is included in the \$195,000 estimate. Mr. Serchak stated the sidewalks will be separate from this SDA contract. Mr. Ensley stated the ADA ramps that are included in the estimate for this contract is \$10,500 and \$8,500 is allocated for miscellaneous flags.
- b. SDA does not plan to walk and review all sidewalk areas. Each subdivision manager will provide SDA with a "miscellaneous" list for isolated sidewalk flags and other homeowner issues. SDA will incorporate these repairs into the project. They may be reviewed in detail with SDA during the pre-construction site visits if desired by the manager. Additional sidewalk ramps that need attention outside of mill/replacement areas should be included in each subdivisions manager's "miscellaneous" lists.

Mr. Ensley stated the bids would be submitted early to mid March. Mr. Serchak stated we would receive the bids back by the end of March, 1st of April. This bid will be for the roadwork, and ADA ramps. The sidewalk repairs will be done under an addendum to the contract. Managers will need to do an assessment of their subdivision sidewalks and get those to Mr. Serchak by the end of March. Mr. Serchak stated he wants to make sure Hardrock is doing PRRMA

sidewalks at a different time than the asphalt contractor. Mr. Ensley stated there are some curb and gutters scheduled for replacement and they are marked on the plans.

Mr. Sandys stated throughout the plans there are dots and squares. What exactly do those represent? Mr. Ensley stated those are cut and patch for possibly a pothole or alligator cracking.

#### 4. Scheduling

- a. Subdivision Managers "Miscellaneous" sidewalk lists to SDA
- b. Anticipate pre-bid meeting for early to mid March. Earlier = better pricing.
- c. Any schedule conflicts for PRRMA? Mrs. Bilbrey-Honsowetz stated the third weekend of June is the Liberty Fest and it would be very disruptive to schedule any construction at that time. Mr. Serchak stated if we could get the bids back by the end of March and start work in May that would be very helpful. Mr. Ensley will talk to Paul and have him get in touch with PRRMA on scheduling. Mr. Sandys stated the cement work was completed after the Liberty Fest last year.

Mr. Ensley stated Paul noticed a cart path crossing that has deteriorated at Mornington Court and Mornington Road and wanted to know the thoughts from PRRMA on putting an ADA ramp in that location. Mr. Stephens stated this golf cart crossing is not intended for pedestrians and do we need an ADA ramp. Mr. Serchak stated if we are working on Mornington that is an interesting question and we should probably check with the Township attorney before a decision is made

Mr. Ensley stated he has a question on the drywell drainage issue on Mornington Court. This area is really flat and Paul is proposing to cut the asphalt and curb out and fix the grade to get the water to drain away from that area to nearby catch basins. This repair will impact the cost if more than the \$4,000 estimated. Mr. Stephens stated we do get complaints on this issue. Anytime there is any significant rain that area floods. The remedy would be to try and get the water channeled to the basins by raising the rim.

Mr. Kljun inquired if a sump pump could be dropped into the drywell to pump the water elsewhere? Mr. Serchak stated you would not want a pump in the roadway. Mr. Serchak stated a grading solution would be the best fix. Mr. Stephen stated Mornington Court is in worse shape than any other roadway in Fairways and they do want a mill and resurface. Mr. Serchak stated if we cannot do the grading solution this

year it might be a pipe solution next year. Mr. Serchak stated if the contractor does not feel the grading solution will work then we might want to exclude this section from the contract this year and include a pipe solution next year. Mr. Sandys suggested putting the pipe in now and capping. Mrs. Bilbrey-Honsowetz stated we will ask SDA for a couple of solutions on this issue and get firm costs. Mr. Serchak stated this could be Alternate No. 2. Mr. Sandys stated he would like to know the length of time the regrading will last for this fix. There may be room to shift work and make room for isolated repairs. Mr. Stephens stated he would be displeased to do the regrading and find there is still a big pond on Mornington Court.

Mr. Ensley stated if we take out the sidewalk mentioned we are at \$186,000 and now have room to add in the isolated repairs.

Motion by Serchak, supported by Sandys to accept the scope of work presented by SDA with two changes: 1. Excluding sidewalk work outside of ADA repairs. 2. Including a drainage fix on Mornington Court as an alternate. Motion carried unanimously.

Mr. Serchak stated in regards to the 3-5 contractors that PRRMA will be bidding to is there any recommendations aside from Al's Asphalt. Everyone is his happy with Al's Asphalt. It was discussed that PRRMA would not bid to Midwest. Mr. Waldbauer stated Nagle's work was satisfactory. Mr. Stephens stated he hopes Al's Asphalt comes back competitive. PRRMA has two years invested with Al's and he knows the residents and communication plan.

ii. Preliminary Cost Estimate for 2012 Project  
Included in i.

iii. Spalding DeDecker Contract  
Included in i.

iv. Paving Bids  
Included in i.

v. Communication Plan

Mr. Waldbauer stated the bulk of the Communication Plan cost PRRMA approximately \$400. The communication plan is the PRRMA website, signage and one mailing. Some of the signs were stolen. Mrs. Bilbrey-Honsowetz stated we will keep communication plan on the agenda and it will more timely as we move forward. Mr. Waldbauer stated Mrs. Waldbauer is willing to do blanket emails to all residents in all subdivisions if PRRMA provides her with

email addresses. Up to the minute information can be communicated in this manner.

Mrs. Bilbrey-Honsowetz stated she has observed the same potholes on Summit Parkway that were addressed earlier. How has PRRMA addressed potholes in the past? Mr. Stephens stated in the past the Township did cold patching and the bill was submitted to PRRMA. Mr. Serchak stated he will check on the cold patch and take care of the immediate concerns.

- b. Driveway, Landscaped Property or Resident Responsibility Guidelines  
This item was discussed at the last meeting. If managers have not yet sent their comments to Mr. Kljun please have them to him by Friday. Mr. Sandys inquired if Ms. Thurston could take a look at the landscaping along Glengarry from Canton Center to the golf course and recommend trees to be removed and/or what trees to plant in replacement. Mr. Serchak stated he will follow up with Ms. Thurston. Mr. Sandys inquired if Fairway Pines can deed to Canton the mowing area on Cherry Hill between Canton and Fairway Pines common areas. Mr. Sandys inquired if they could deed that property to Canton. Mr. Serchak stated if this is a common area within your subdivision it cannot be given up.
- c. Insurance Updates  
Mr. Kljun stated PRRMA is saving \$166 per year by paying insurance premiums in one lump sum. Mr. Kljun's bonding insurance has been paid. Mr. Kljun stated keep insurance updates on the agenda in January and February to discuss. Beyond that it is not needed as a continuous item unless there is a change to discuss.

### **III. Financial Activity Review:**

- a. Current Reports for month ending January, 2012  
Mr. Kljun stated there are two major changes on the Balance Sheet for the end of February, 2012. The dues have been paid by Canton, which are reflected in the Huntington Money Market at \$118,847.76. The Flagstar Rising Rate CD has also been updated through the end of the year. The next 6 month time period will end on the 22nd of February with another increase in the value. In August the CD will reach its full maturity.
- b. Cash Flow Analysis  
Mr. Kljun stated the cash flow analysis shows the update through the end of January, 2012. The projected reserve amounts lowest point will be in October, 2012 at approximately \$15,202. It is targeted that roadway work is \$236,800. This number can be changed with the Board direction. Canton has paid their dues of \$80,637 and it is recorded in February. Dues invoices have been mailed out for all subdivisions. Fairways has paid their dues.

Mr. Kljun stated currently we have \$118,847.76 in Huntington Money Market. The minimum amount required in this money market account is \$10,000 to avoid maintenance fees. PRRMA has expected expenses February through July of \$55,000. It appears we should keep the money liquid in the Money Market account in Huntington for the 2012 roadway repairs.

Mr. Stephens stated by the end of May PRRMA will have \$160,000 in the money market and we have the Flagstar Rising Rate CD. If we wait until August the funds will be more than \$37,156.27 with interest. Mr. Kljun stated this will assist PRRMA in paying our expenses for the end of the year. Mr. Stephens inquired if PRRMA can realize \$200,000 to pay the roadway invoice in August. Mr. Kljun stated in July PRRMA's projected reserve will be \$215,000. Mr. Sandys stated this leaves no emergency funds.

Mr. Sandys stated as he discussed before, Fairway Pines could be billed in May for the August dues. Mr. Serchak stated we should not place any limits on whoever the subcontractor is. If we have a contract in April they are free to start in May. However the contract needs to specify no work on any of the roads from Thursday to Saturday during Liberty Fest. Mrs. Bilbrey-Honsowetz stated parking is at a premium during Liberty Fest and you do not want to have sections of roads that are not available. Mr. Waldbauer stated PRRMA has never had to deal with bus stops during roadway construction and it should be a consideration if we begin work before school has ended. Mr. Waldbauer stated unless there is a significant reason to move ahead of our previous schedule, he recommends keeping the roadway construction after Liberty Fest. Mr. Stephens stated we can start roadway construction right after Liberty Fest and the sidewalks can be done before. Mr. Waldbauer stated if there is a substantial cost savings to doing the roadway work early, we may have to consider it. Mr. Serchak stated he does not believe it will be a cost savings either way.

Mr. Kljun distributed a 2012 Roadway Repair Analysis for the three subdivisions and Canton. This analysis reflects the estimated price per subdivision and the percentage of the total cost.

Fairways	\$129,384.16	45.98%
Fairway Pines	\$ 44,085.00	15.67%
Pheasant View	\$ 22,964.15	8.16%
Canton (Alternate 1)	\$84,974.33	30.20%

Mr. Kljun stated the total for the scope of the work stated above is \$281,407.64. If you remove the Canton (Alternate I) this brings the total to \$196,000. However, no sidewalk is included in this cost. Mr. Serchak stated SDA included approximately \$10,000 for miscellaneous sidewalks. Mr. Stephens stated we need to keep sidewalk replacement to a minimum and only mark safety hazards. All managers stated their sidewalks are in good shape with only minor issues. Mr. Sandys stated his sidewalk issues could be ground to make the sidewalks more even. Mr. Serchak stated we have used a contractor that uses a horizontal saw to cut the cement. Mr. Stephens stated we need to have the sidewalk assessments completed by the March 26th PRRMA meeting, to get an idea on how many flags will needed to be replaces. Mr. Stephens stated he often gets complaints from homeowners on ponding, especially after a thunderstorm. The ponding is usually gone by the time he drives by to check.

- c. 2011/2012 Budget Discussions
  - i. Update on Combined Dues CD

#### IV. Other Business

##### a. Sign Post Inventory

Mr. Kljun stated we currently have three 14-foot assemblies in inventory. We have used all the 15-foot assemblies. We usually use a 15 foot assembly when sign blades and a stop sign are used. The 14-foot assembly is used if we just use the sign blades. We need to order additional 15-foot assemblies. Mr. Kljun recommends ordering 4 assemblies to save on shipping. Mr. Kljun is also recommended ordering several stop sign backers. The sign blades take 4-6 weeks to receive. We use temporary stop signs when needed. If we have an inventory, we save \$160 for the sign and can install the sign blades at a later date. Fast Signs keeps our inventory at no extra charge.

Mr. Kljun stated the assemblies are \$750 a piece for the 15-foot assemblies. The sign backers are \$150.00 each. Mr. Kljun stated he will order the assemblies and 3 or 4 sign backers.

Mr. Waldbauer inquired if any have been replaced in his subdivision with just the pole and just the stop sign. Mr. Kljun stated we have only replaced one in Fairway Pines.

Mr. Stephens stated the yellow diamonds markings at the golf cart crossings is hugely popular.

Mr. Kljun stated he picked up the stop sign in Pheasant View. In April, 2010 the Board purchased from POCO sales approximately 10 – 24-inch metal stop signs and they are stored somewhere in the Township. Mr. Kljun would like to know where they are. Mr. Serchak stated he will check with Abe Vinitski.

Mr. Kljun stated in Fairway Pines there is a request to repair two lights. They were repaired and one light was shot out. The one from Highlands and Glengarry will be rebuilt. We will need to order the 6 glass members. Those are ordered from Graybar for \$160.00 for six members. Mr. Kljun will order the glass from Graybar and rebuild the fixture from Highlands.

Mr. Kljun stated he would like the Board to consider a plan to restore all the lighting along Glengarry and in Pheasant View subdivision with rebuilt fixtures. He would like the Board to also consider the deteriorating poles at Brookmill and Glengarry and replace the wooden poles with the new metal poles with the lights and sign blades. Mr. Stephens stated he would like to examine these first before a decision is made. This item will be placed on the agenda for the next meeting.

Motion by Waldbauer, supported by Stephens to purchase four – 15-foot aluminum poles and four sign backers. Motion carried unanimously.

An inventory of the lights will be completed and a report will be discussed at the next meeting.

Mr. Waldbauer inquired who owns the woods along Cherry Hill between Fairways and Fairway Pines. Mr. Serchak stated he will send the tax maps to all mangers to be certain who owns this property. Mr. Waldbauer stated there is a fallen tree in

that woods laying at least on the property line of one of the residents if not in their yard.

Mr. Waldbauer stated at the last meeting we talked about sidewalk ponding and the policy. This policy needs to be placed on the web. Mr. Waldbauer will forward this policy to the webmaster.

Mr. Waldbauer stated the sidewalk behind the green No. 19, was not properly cleared of snow during last two snows. Mr. Serchak stated he will check on who's responsibility. Mr. Serchak will check the property standards to see how quickly snow must be removed.

b. Next meeting

The next meeting will be Monday, March 26, 2012 at 5:30 p.m.

**V. Adjournment**

Motion by Stephens, supported by Waldbauer to adjourn at 7:28 p.m. Motion carried unanimously.