

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MARCH 26, 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, March 26, 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,

I. Call to Order

Ms. Bilbrey-Honsowetz called the meeting to order at 5:41 p.m.

a. **Approval of Agenda**

Motion by Sandys, supported by Stephens to approve the agenda as presented. Motion carried unanimously.

b. **Approval of Meeting Minutes:**

i. February 13, 2012 Meeting Minutes

Motion by Waldbauer, supported by Stephens to approve the February 13, 2012 minutes as presented. Motion carried unanimously.

II. Financial Activity Review:

a. Current Reports

Mr. Kljun stated he emailed the February 2012 financial documents to all managers.

b. Cash Flow Analysis

Mr. Kljun stated on the cash flow analysis the projected reserve in October 2012 will be approximately \$15,317. This is predicated on the projected 2012 Reserve Maintenance Expenses totally \$236,800. Deviations from the projected amounts will affect the reserve amount. It will be critical how the Board proceeds. Mr. Stephens stated the Board will have to guard against overruns.

Mr. Kljun stated all subdivisions are current on their payments to PRRMA. The next payment will be due in May with the next payment due the end of August. The payment in May will end the current fiscal year. The August payment will begin the new fiscal year. The May assessments for each association are as follows:

Fairways	\$18,837
Fairway Pines	\$22,002
Pheasant View	\$12,242

The August and November payments will include the projected annual 10% increase. These are not approved numbers. The projected November assessments for each association are as follows:

Fairways	\$20,721
Fairway Pines	\$24,202
Pheasant View	\$13,466

Ms. Bilbrey-Honsowetz inquired when does PRRMA address the projected increase. Mr. Kljun stated the end of July, which is the end of the fiscal year. PRRMA typically set the budget for the following year the end of June or first of July.

Mr. Kljun stated the Administrative Expenses, Canton Expenses, Miscellaneous Maintenance Expenses and Reserve Maintenance Expenses appear to be reasonably accurate.

c. 2011/2012 Budget Discussions

There was no discussion on this item; however the item will be kept on future Agendas.

i. Update on Combined Dues CD

Mr. Kljun stated based on the timing issues and projections CD's are not viable at this time. Mr. Kljun stated money will be placed in the Money Market Account. A CD will mature in August for \$37,156. It is expected that this amount will be placed in the Money Market Account and used for 2011/2012 Roadway Repair. Mr. Kljun stated the Money Market Account currently has approximately \$150,000. Cash money is available to pay our current expenses.

III. Unfinished Business:

a. Road Repairs

i. Paving Bids

Ms. Bilbrey-Honsowetz made copies for each bid for all the managers. Also presented was the letter from Spalding DeDecker with their recommendation and a list of items to be completed from each bidder, Nagle, T&M Asphalt and Al's Asphalt.

Spalding DeDecker after review has recommended Nagle for the 2011/2012 Roadway Repair Project. There is approximately \$20,000 difference in the bids between Nagle and Al's Asphalt.

Mr. Kljun stated PRRMA has two years experience with Al's Asphalt and that is a benefit. Have we gone back to Al's and ask them to match the lowest estimate? Ms. Bilbrey-Honsowetz stated we have not done that as of yet. We wanted to have discussion with the managers first. Mr. Serchak stated we can definitely go back to Al's Asphalt and ask. Mr. Serchak stated he has worked with all three companies and they all do good work. Mr. Kljun stated all three companies do quality work, however we have the benefit with working with Al's Asphalt and there is a good communication plan. Mr. Waldbauer stated the communication plan could be expressed with Nagle. Mr. Waldbauer stated Nagle does good work. Ms. Bilbrey-

Honsowetz stated PRRMA has learned a lot on the communication plan and this could be communicated to the new contractor.

Mr. Sandys inquired why there is such a disparity between the different contractors on certain items. Mr. Serchak stated sometimes it is difficult to understand the disparity. Sometimes contractors bid high due to an excessive amount of work scheduled.

Mr. Sandys stated Summit Parkway is falling apart in some areas. It is much more beyond putting down cold patch. Mr. Stephens stated the cold patch is to only get us through until Summit Parkway is mill and resurfaced. Mr. Serchak stated Summit Parkway is an alternate and not included in the base bid.

Ms. Bilbrey-Honsowetz stated we could decide on the contractor and then get into the scope of the work to be done.

Motion by Stephens, supported by Waldbauer to contract with Nagle on the 2011/2012 Roadway Repairs. Motion carried unanimously.

ii. Preliminary Cost Estimate for 2012 Project

Mr. Serchak stated the contract with Nagle is \$162,994.21. The total budget for roads is \$200,000, which leaves \$37,000. It sounds like sidewalks will be minimal. Sidewalks could be done at the end if there is money left. We could list the sidewalks that need to be fixed due to being a safety hazard and the rest could wait until next year. If we remove the sidewalks and striping, we have three different types of work that needs to be done on Summit Parkway. Mornington Court also needs to be repaired. Mr. Stephens inquired if in the base bid from Nagle, if there were plans to mill and resurface Mornington Court. Mr. Stephens stated he would rather do work on Summit Parkway than on Mornington Court. Mr. Stephens stated there could be patches done on Mornington Court this year, and mill and resurface next year.

Mr. Kljun stated if the projections are accurate going forward at the end of this year there should be approximately \$57,000 in the reserve. If the dues are increased the proposed 10% for next year and estimate the expenses to be the same PRRMA would have a maximum of \$224,000 for roadway repair.

Mr. Waldbauer stated there is nothing included in the base bid for Mornington Court. Mr. Serchak stated we would not be saving anything since Mornington Court is not included in the base bid. The work would be considerable to fix the drainage issue on Mornington Court.

Mr. Stephens stated Summit Parkway is in much greater need of repair. This is the first road many people drive when they come into the area and it carries more traffic than any of the subdivision roads. Mornington Court carries less traffic. If we do not fix Summit Parkway now, it could be worse

next year. Mr. Sandys stated he agrees and feels that Summit Parkway has deteriorated even more since the bids.

Ms. Bilbrey-Honsowetz stated we need to prioritize the alternates. Mr. Serchak stated the alternates are broken down into three locations with 2-inch mill and replace on Summit Parkway:

Alternate #2 - Golf Course Entrance

Alternate #3 - Entrance into the Summit

Alternate #4 - Just inside Summit Parkway from Canton Center Road by the Hospital

Mr. Stephens stated his opinion is to do Alternates 3 & 4 and pull out \$14,000 from the base bid. He feels it would be a mistake not to repair Summit Parkway this year. Ms. Bilbrey-Honsowetz stated she could communicate to Spalding DeDecker our goal and ask their recommendation on how to accomplish this goal. Mr. Serchak stated this is a good question for Spalding DeDecker, "is there anything logical that can be removed from the base bid to be able to add 2 of the 3 alternates on Summit Parkway?" Mr. Stephens stated because of all the construction on Canton Center Road PRRMA elected to remove Summit Parkway from the road repairs in 2011. Mr. Sandys stated Fairway Pines does not have any areas where there are chunks of black top missing like on Summit Parkway. Fairway Pines could get by with just crack sealing.

Mr. Stephens stated which ever alternate for Summit Parkway we choose, we will have to do some serious patching as well. Mr. Serchak stated he does not feel we will have the money to do the other alternates on Summit Parkway. Mr. Kljun stated if we do all the alternates on Summit Parkway it would cost \$78,513.

Ms. Bilbrey-Honsowetz stated she and Mr. Serchak will call Spalding DeDecker tomorrow and communicate that PRRMA would like to do Alternates #3& #4 on Summit Parkway and #2 as well. Is this possible and what would PRRMA have to give up to do these alternates? Mr. Serchak stated the answer to this question will be emailed to all managers. Mr. Sandys stated he would like to have the PASER rating included.

Mr. Kljun stated curb and gutter is approximately \$35,000. Could curb and gutter be deferred until next year? Mr. Serchak stated curb and gutter is usually associated with asphalt, and you really want to do them at the same time. Curb and gutter may be associated with ADA requirements. Ms. Bilbrey-Honsowetz stated she will talk to Spalding DeDecker and ask for their recommendation.

Ms. Bilbrey-Honsowetz stated we could get a quote on out sourcing the golf course cart crossing re-striping. Mr. Serchak stated he will be getting a quote on striping and he can add PRRMA's striping at the golf cart crossings as an alternate on his project.

Mr. Waldbauer stated if you add Alternates 2, 3 & 4 it comes out to 37,000 square feet of mill and replace. It is more than half of what is in the original bid for the whole project. Mr. Waldbauer stated he does not think we should put off Summit Parkway another year, it will only get worse.

iii. **Communication Plan**

Mrs. Bilbrey-Honsowetz stated we will review the minutes from last year on the bullet point list for communication. Mr. Waldbauer stated they are in the May 2, 2011 minutes. Ms. Dooley will forward the minutes to Mrs. Bilbrey-Honsowetz.

Mrs. Bilbrey-Honsowetz stated we need to set a date for street sweeping. DPW did the street sweeping last year. All managers agreed that street sweeping should be done as soon as possible. Mrs. Waldbauer will place a notice on the PRRMA website-advising residents of the street sweeping with weather permitting.

Mr. Stephens stated the sidewalk assessments need to be completed within the next couple weeks. Results could be communicated through email.

IV. Other Business

- a. Next Meeting Date
Monday, April 23, 2012 at 5:30 p.m.
- b. Mr. Kljun stated he would like to bring to the Board's attention an article regarding Fidelity Bank. The FDIC has stated if something does change quickly the bank will be taken over. PRRMA has a checking account with Fidelity Bank. Mr. Kljun stated this will not affect PRRMA negatively, but do we want to change banks. All managers felt we can keep our checking account with Fidelity Bank.

V. Adjournment

Motion by Sandys, supported by Waldbauer to adjourn at 6:45 p.m. Motion carried unanimously.