

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**APRIL 23, 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, April 23, 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 5:30 p.m.

a. **Approval of Agenda**

Motion by Sandys, supported by Stephens to approve the agenda as amended moving *Item III. Unfinished Business* to Item II. and *Item II. Financial Activity Review* to Item III. Motion carried unanimously.

b. **Approval of Meeting Minutes:**

i. March 26, 2012 Meeting Minutes

Motion by Sandys, supported by Waldbauer to approve the March 26, 2012 minutes as presented. Motion carried unanimously.

**II. Unfinished Business:**

a. Road Repairs

i. Update

Mr. Serchak stated there was a pre-construction meeting with Nagle, Spalding DeDecker, Mrs. Bilbrey-Honsowetz and himself. In the future all managers will be informed of when the pre-construction meeting is scheduled so they can attend. Mr. Serchak stated there were not a lot of changes from the scope of work discussed previously. The scope of work is very much in line with PRRMA's budget of \$200,000. The Alternates #3 and #4 including Summit Parkway were added to the scope of work. Mr. Tulikangas was out today and will be out tomorrow with Nagle to mark the roadways and sidewalks. As of this morning there will be more curb work than originally anticipated on Summit Parkway. Photos and background on the additional curb work were emailed to Mrs. Bilbrey-Honsowetz and Mr. Serchak. These photos and background were distributed to the managers to review. This additional curb work will cost approximately \$3,824.00. Mr. Serchak stated he agrees with Mr. Tulikangas that this is the time to make those additional repairs.

Mr. Kljun inquired if Alternate # 7, \$2,000 for striping was included. Mrs. Bilbrey-Honsowetz stated Alternate # 7 was not included. Mr. Serchak stated he will be obtaining quotes for striping and he will include this in his quote as an alternate. Mr. Kljun stated he included Alternate # 2 and # 7 in his calculations. He will have to adjust his financials to reflect those being removed.

Mr. Serchak stated the PRRMA budget allows for \$10,000 for sidewalks. This quantity is more than enough and PRRMA will not be utilizing the entire \$10,000 on sidewalks.

Mrs. Bilbrey-Honsowetz stated the base bid was \$162,994, Alternate #5 was \$10,000 for sidewalks, Alternate #4 was \$30,113.80, and Alternate #3 was \$13,857.04, for a preliminary total of \$216,965. When we deduct the removal of asphalt on Innsbrook for \$17,215.05 and the removal of curb and gutters on Innsbrook for \$3,120 for a total deduction of \$20,335.05. With these deductions, it would bring the contract amount to \$196,630. Mr. Kljun will make the appropriate adjustments.

Mr. Serchak stated he is hoping to quantify the amount of sidewalk repair from Mr. Tulikangas so we can project how much of the \$10,000 we will use.

Mr. Sandys inquired if mud-jacking will benefit uneven flags. Mr. Stephens stated he just had 8 flags mud jacked for \$425 and felt the result was fabulous. Mr. Serchak stated it works, but there is an unknown because mud jacking addresses a symptom and he wants to know why the flag sunk. Mr. Serchak stated a drive way has a lot of weight placed on it and mud jacking may not work as well as on sidewalks.

Mr. Serchak stated Canton has not done mud jacking on the sidewalk projects. However, Canton has done slicing off the trip hazard.

Mrs. Bilbrey-Honsowetz stated they discussed the potential for damage to trees and irrigation caused by construction equipment. This damage would need to be repaired. Mrs. Bilbrey-Honsowetz stated she will ask Mr. Tulikangas to amend the minutes to reflect this discussion. All work will be weather dependent. Mr. Serchak stated he and Mrs. Bilbrey-Honsowetz signed the contracts.

Mr. Stephens stated he did add additional sidewalks to the sidewalk report that will need addressing. The Cherry Hill sidewalk as it crosses in front of the monument has a very large gap between the curb. There are two slabs of sidewalk cracked along Cherry Hill and those are the responsibility of Fairways. Mr. Stephens would like to get an estimate so they could get those done at the same time. There was also work that was done last year on Country Club, where a large puddle develops every time it rains, and freezes in the winter. There were also potholes

on Sandlewood that will need to be addressed as well. Mr. Serchak stated Mr. Tulikangas will look at the area on Wednesday.

Mr. Waldbauer inquired who actually does the concrete work for Nagle. Mr. Serchak stated sometimes they do their own, but they had not decided as of the pre-construction meeting if they will do it or contract it out. Mr. Serchak stated it was discussed that PRRMA would use the Canton contractor for sidewalks, however, the Canton contractor will not begin until June and he did not want two contractors tripping over each other on this project. Mr. Waldbauer stated it will make communication much easier with one contractor. Rob Wilson is the contact person for Nagle. Bruce Coleman is the field superintendent and John Blasik will be the foreman on site. Cell phone numbers are available for Mrs. Waldbauer to utilize for information on the website. Mrs. Bilbrey-Honsowetz stated Nagle will provide contact information to homeowners who request additional concrete work, which can be negotiated outside of the PRRMA contract.

Mr. Waldbauer inquired if Spalding DeDecker will be the quality control agent for this project. Mr. Serchak stated yes they will. Mrs. Bilbrey-Honsowetz stated Rob Wilson, primary contact for Nagle, is a Canton resident.

iii. Communication Plan

Mr. Serchak stated he met with Nagle and reviewed the communication plan. A letter will be mailed this week to all the residents and Nagle will be using a series of door hangers. It was asked that Nagle communicate with Spalding DeDecker, Mr. Serchak and Mrs. Bilbrey-Honsowetz on a continuous basis. Mrs. Bilbrey-Honsowetz stated there is a paving communication plan that was retrieved from the May 2, 2011 minutes and reviewed with Nagle. Mr. Serchak stated Nagle has possession of the banners as well to display.

Mr. Serchak stated Nagle is hoping to begin concrete work next week. Nagle is confident the work can be completed before Liberty Fest. It is anticipated 4 weeks of work with one week for inclement weather. The asphalt should begin in mid May. Mr. Serchak stated the first invoice should come in May with the final in June. Mr. Stephens stated he would like Mr. Kljun to verify the cash flow in June. Mr. Kljun stated there will be \$224, 073 projected available the end of June.

**III. Financial Activity Review:**

a. Current Reports

Mr. Kljun stated he emailed the March 2012 financial documents to all managers. Mr. Waldbauer inquired if Fairway Pines has an outstanding balance. Mr. Kljun stated yes, Fairway Pines has an outstanding balance of \$335.71 as shown on the accounts receivable. Mr. Kljun stated the money is from a shortage of \$18.00 on the 3<sup>rd</sup> quarter for 2008-2009. Also a late fee for 2008-2009 that was due on April 2, 2009 that was never paid. Mr. Sandys stated he will send Mr. Kljun the email address for the Treasurer of Fairway Pines to get this outstanding balance paid.

Mr. Serchak was excused from the meeting at 6:00 p.m.

b. Cash Flow Analysis

Mr. Kljun emailed the Cash Flow Analysis to all managers. The current reserve amount is \$187,088. There is currently \$14,375 in the checking account. Mr. Kljun has received an invoice from Spalding DeDecker. Mr. Kljun stated invoices will be mailed to all associations the beginning of May and due the end of May. This will be the last invoice for 2011/2012. PRRMA will have to establish the 2012/2013 budget in June and July. Mr. Kljun stated the projected reserve in October 2012 will be \$13,000 and begin building from that point.

Mr. Stephens inquired on line #79 of the Cash Flow Analysis is only the reserve amount. Mr. Kljun stated that is correct. The checking account amount is on line #75. Mr. Kljun stated the checking account fluctuates each month as invoices are paid. Each month money is shifted out of the reserve into the checking account to pay invoices.

Mr. Kljun stated the expected dues for each subdivision in May are as follows:

Fairways	\$18,837
Fairway Pines	\$22,002
<u>Pheasant View</u>	<u>\$12,242</u>
Total	\$53,081

Mr. Stephens stated he is working on revising the entire SIMS spreadsheet. Previously PRRMA was reducing the HOA due and utilizing the reserve. PRRMA has reduced the reserve to zero. Mr. Stephens stated he will email the final revision to all managers.

Mr. Kljun stated page 2 of the Cash Flow Analysis shows how PRRMA is tracking the four expense items:

- Actual Administrative Expenses shown on line #47
- Actual Canton Expenses shown on line #54
- Actual Maintenance Expenses shown on line #61

The items are exclusive of the reserve account. PRRMA is tracking close to the projection for administration and for maintenance expenses. PRRMA is well under the projection for Canton and well on target for the reserve.

Mr. Stephens stated the reserve is where PRRMA will have to be extremely careful in the future as the reserve has been used for roadway maintenance and it is near depletion. If money is removed from the reserve for smaller items it could place PRRMA in jeopardy in any given month.

Mr. Stephens inquired what account is the invoice for Spalding DeDecker paid from in the budget. Mr. Kljun stated Spalding DeDecker's invoice is paid from the reserve. Mr. Kljun stated the Spalding DeDecker invoice is a function of the work done in each subdivision. The money is allocated at a different percentage depending on the amount of work done in that subdivision. Mr. Kljun stated the engineering proposals from Spalding DeDecker are allocated subdivision wide.

- c. 2011/2012 Budget Discussions  
There was no discussion on this item; however the item will be kept on future agendas.

#### **IV. Other Business**

- a. Liberty Fest No Parking Request

Mrs. Bilbrey-Honsowetz stated Canton Township is requesting permission to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 16, 2012 - prior to and after the Fireworks to maintain a clear emergency path. The Committee is also requesting permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway. This will help maintain a clear path for emergency vehicles during the peak time that the area is congested with fireworks traffic. A map was distributed to show the public safety evacuation route. This request is the same as in previous years.

Motion by Stephens, supported by Sandys to grant permission to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 16, 2012 - prior to and after the Fireworks and post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road) as well as along areas of Summit Parkway. Motion carried by all members present.

- b. Request to Approve Installation of Wayfinding Signs

Mrs. Bilbrey-Honsowetz stated Canton has always wanted to install wayfinding signs for Summit on the Park and the Pheasant Run Golf Course. It has been a battle with Wayne County for their permission to place these signs on the right-of-way.

Canton would like permission to place the wayfinding signs on PRRMA's right-of-way at Canton Center and Summit Parkway.

Motion by Stephens, supported by Sandys to allow Canton to place wayfinding signs in the PRRMA right-of-way located on the north side of Summit Parkway, west of the County road right-of-way. Motion carried by all members present.

- c. Next Meeting Date

May 14, 2012 at 5:30 p.m.

- d. Other

Mrs. Bilbrey-Honsowetz stated there was a complaint from a neighboring subdivision regarding PRRMA's landscaper dumping debris along the ditch of this neighboring subdivision. This complaint has been addressed. Mr. Kljun will be calling Geronimo to remove the debris.

#### **V. Adjournment**

Motion by Waldbauer, supported by Stephens to adjourn at 6:30 p.m. Motion carried by all members present.

