

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MAY 14, 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, May 14, 2012.

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

Members Absent: Bill Serchak, Canton Township

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

I. Call to Order

Ms. Bilbrey-Honsowetz called the meeting to order at 5:34 p.m.

a. **Approval of Agenda**

Motion by Waldbauer, supported by Sandys to approve the agenda as presented. Motion carried by all members present.

b. **Approval of Meeting Minutes:**

i. April 23, 2012 Meeting Minutes

Motion by Waldbauer, supported by Sandys to approve the April 23, 2012 minutes as presented. Motion carried by all members present.

II. Financial Activity Review:

a. Current Reports

Mr. Kljun stated the financial reviews were emailed to all members. There are no major issues.

b. Cash Flow Analysis

Mr. Kljun emailed the projected cash flow analysis updated through the end of April. PRRMA is reasonably on track. The low cash flow point is still October 2012. The expenditures were not as high as anticipated in April. There were no questions from members.

Mr. Waldbauer inquired if Fairway Pines had paid their debt. Mr. Sandys stated his Board agreed to pay their debt.

c. SimPRRMA

Mr. Stephens stated he calculated using a 3% rate of inflation. This chart is based on PRRMA's financial year as well as the subdivisions financial year. Mr. Stephens stated he will email SimPRRMA to all members.

FUNDING TO MAINTAIN A 57 RATING

- V5.0 Added in Links Contribution, rebase to 2008
- V6.0 Added in the accounting for homes that did not pay, corrected error in 2019/20 formula
- V7.0 Comprehensive re-write - no traceability back to previous versions

PRRMA Homes 734
Rate of Inflation 1.03

Applies to those entries in orange

PRRMA Budget	Year	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2021/22	TOTAL	AVG
PRRMA Balance Aug 1 Year 1 (k\$)		311.58	307.88	232.27	169.69	110.08	68.39	49.54	53.48	55.13	54.44		
General Expenses (k\$)		41.60	42.85	44.13	45.46	46.82	48.23	49.67	51.16	52.70	54.28	476.91	
Maintenance (not roads) (k\$)		22.10	22.76	23.45	24.15	24.87	25.62	26.39	27.18	28.00	28.84	253.35	
Road Maintenance (k\$)		230.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	320.00	3110.00	
TOTAL Annual PRRMA Expense (k\$)		293.70	385.61	387.58	389.61	391.70	393.85	396.06	398.34	400.69	403.12	3840.26	384.03
PRRMA Dues (k\$)		290.00	310.00	325.00	330.00	350.00	375.00	400.00	400.00	400.00	400.00	3580.00	358.00
% Increase			6.90	4.84	1.54	6.06	7.14	6.67	0.00	0.00	0.00		3.68
PRRMA Balance Jul 31 - Year 2 (k\$)		307.88	232.27	169.69	110.08	68.39	49.54	53.48	55.13	54.44	51.32		
Canton Township Share 20.48% (k\$)		59.36	63.46	66.53	67.55	71.65	76.76	81.88	81.88	81.88	81.88	732.83	
Fairways Share 28.22% (k\$)		81.84	87.48	91.72	93.13	98.77	105.83	112.88	112.88	112.88	112.88	1010.28	
Fairway Pines Share 32.96% (k\$)		95.58	102.18	107.12	108.77	115.36	123.60	131.84	131.84	131.84	131.84	1179.97	
Pheasant View Share 18.34% (k\$)		53.19	56.85	59.61	60.52	64.19	68.78	73.36	73.36	73.36	73.36	656.57	

Fairways Budget

Number of Homes 263	HOA Expenses Aug-Dec Year 1 (k\$)	25.11	25.86	26.64	27.44	28.26	29.11	29.98	30.88	31.81	32.76	
	HOA Expenses Jan-Jul Year 2 (k\$)	39.34	40.52	41.74	42.99	44.28	45.61	46.98	48.39	49.84	51.33	
	TOTAL HOA Expenses (HOA + PRRMA)	146.29	153.87	160.09	163.56	171.31	180.55	189.84	192.15	194.53	196.98	1749.17
	HOA Balance Aug 1 - year 1 (k\$)	112.41	102.09	90.49	78.98	70.29	60.15	47.08	31.02	18.94	18.94	
	Dues per Home Year 1 (\$)	525.00	550.00	575.00	600.00	625.00	650.00	675.00	700.00	725.00	750.00	
	Dues per Home Year 2 (\$)	550.00	575.00	600.00	625.00	650.00	675.00	700.00	725.00	750.00	775.00	662.50
	% Increase	4.76	4.55	4.35	4.17	4.00	3.85	3.70	3.57	3.45	3.33	3.97
	Dues (Aug-Jul) per Home (\$)	539.58	564.58	589.58	614.58	639.58	664.58	689.58	714.58	739.58	764.58	
	HOA Income (Aug-Jul) (k\$)	141.91	148.49	155.06	161.64	168.21	174.79	181.36	187.94	194.51	201.09	
	Number of Unpaid Homes	11	11	11	11	11	11	11	11	11	11	
	Lost Dues (\$)	5.94	6.21	6.49	6.76	7.04	7.31	7.59	7.86	8.14	8.41	71.73
	Total HOA Income (k\$)	135.98	142.28	148.58	154.88	161.18	167.48	173.78	180.08	186.38	192.68	1643.25
	HOA Cashflow (k\$)	-10.32	-11.59	-11.52	-8.68	-10.14	-13.07	-16.07	-12.08	-8.15	-4.30	-105.92
	HOA Balance Jul 31 - year 2 (k\$)	102.09	90.49	78.98	70.29	60.15	47.08	31.02	18.94	10.79	14.64	

Fairway Pines Budget

Number of Homes 309	HOA Expenses Aug-Dec Year 1 (k\$)	25.11	25.86	26.64	27.44	28.26	29.11	29.98	30.88	31.81	32.76	
	HOA Expenses Jan-Jul Year 2 (k\$)	39.34	40.52	41.74	42.99	44.28	45.61	46.98	48.39	49.84	51.33	
	TOTAL HOA Expenses (HOA + PRRMA)	160.04	168.56	175.50	179.20	187.90	198.32	208.80	211.11	213.49	215.94	1918.86
	HOA Balance Aug 1 - year 1 (k\$)	10.00	11.30	16.78	31.76	49.91	59.34	58.36	46.90	43.59	43.59	
	Dues per Home Year 1 (\$)	525.00	550.00	605.00	660.00	660.00	660.00	660.00	660.00	720.00	750.00	
	Dues per Home Year 2 (\$)	550.00	605.00	660.00	660.00	660.00	660.00	660.00	720.00	750.00	760.00	668.50
	% Increase	4.76	10.00	9.09	0.00	0.00	0.00	0.00	9.09	4.17	1.33	3.84
	Dues (Aug-Jul) per Home (\$)	539.58	582.08	637.08	660.00	660.00	660.00	660.00	695.00	737.50	755.83	
	HOA Income (Aug-Jul) (k\$)	166.73	179.86	196.86	203.94	203.94	203.94	203.94	214.76	227.89	233.55	
	Number of Unpaid Homes	10	10	10	10	10	10	10	10	10	10	
	Lost Dues (\$)	5.40	5.82	6.37	6.60	6.60	6.60	6.60	6.95	7.38	7.56	65.87
	Total HOA Income (k\$)	161.34	174.04	190.49	197.34	197.34	197.34	197.34	207.81	220.51	225.99	1969.54
	HOA Cashflow (k\$)	1.30	5.48	14.99	18.14	9.44	-0.98	-11.46	-3.31	7.02	10.06	50.67

HOA Balance Jul 31 - year 2 (k\$)	11.30	16.78	31.76	49.91	59.34	58.36	46.90	43.59	50.62	53.65	
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Pheasant View Budget

Number of Homes
162

HOA Expenses Aug-Dec Year 1 (k\$)	13.03	13.42	13.82	14.24	14.67	15.11	15.56	16.03	16.51	17.00	
HOA Expenses Jan-Jul Year 2 (k\$)	18.83	19.39	19.97	20.57	21.19	21.83	22.48	23.15	23.85	24.57	
TOTAL HOA Expenses (HOA + PRRMA)	85.04	89.67	93.40	95.33	100.05	105.71	111.40	112.54	113.72	114.93	1021.79
HOA Balance Aug 1 - year 1 (k\$)	71.22	62.78	55.00	48.27	43.28	37.25	29.24	19.21	11.71	11.71	
Dues per Home Year 1 (\$)	532.00	532.00	575.00	600.00	625.00	650.00	675.00	700.00	725.00	750.00	
Dues per Home Year 2 (\$)	532.00	575.00	600.00	625.00	650.00	675.00	700.00	725.00	750.00	775.00	660.70
% Increase	0.00	8.08	4.35	4.17	4.00	3.85	3.70	3.57	3.45	3.33	3.85
Dues (Aug-Jul) per Home (\$)	532.00	557.08	589.58	614.58	639.58	664.58	689.58	714.58	739.58	764.58	
HOA Income (Aug-Jul) (k\$)	86.18	90.25	95.51	99.56	103.61	107.66	111.71	115.76	119.81	123.86	
Number of Unpaid Homes	18	15	15	15	15	15	15	15	15	15	
Lost Dues (\$)	9.58	8.36	8.84	9.22	9.59	9.97	10.34	10.72	11.09	11.47	99.18
Total HOA Income (k\$)	76.61	81.89	86.67	90.34	94.02	97.69	101.37	105.04	108.72	112.39	954.75
HOA Cashflow (k\$)	-8.44	-7.78	-6.73	-4.99	-6.03	-8.01	-10.03	-7.50	-5.00	-2.53	-67.04
HOA Balance Jul 31 - year 2 (k\$)	62.78	55.00	48.27	43.28	37.25	29.24	19.21	11.71	6.71	9.17	

Ratio of Homes to Roadway Area	
Fairways	8.28
Fairway Pines	9.29
Pheasant View	7.07

Mr. Kljun inquired if the Board still wanted to maintain an annual 10% budget increase. Mr. Sandys stated it would depend on PRRMA's needs. The cost of asphalt did not increase 10% this year over last year.

Mr. Kljun stated based on the cash flow projection in October of 2012 PRRMA's projected reserve will be \$15,000. Mr. Stephens stated because we had not done any road repair for some time, we discussed the 10% yearly increase, but eventually you catch up. Then you can return to an increase at the rate of inflation. We will need to watch the spending carefully. Mr. Stephens stated he has stopped referring to PRRMA's cash as reserve; he includes all money that is available. Mr. Waldbauer stated then street signs and lights would all come out of what is available on this chart. Mr. Waldbauer stated the 10% increase will have to be incorporated into the next budget.

Mr. Kljun stated he will incorporate into the budget a 10% increase and the cash flow projected out to 2013. If PRRMA does not have sufficient money, there are two alternatives, increase dues or reduce the amount of road repairs. There is also the potential that PRRMA could consider a bond.

Mr. Stephens stated unless we have some major expenses that have not been anticipated, he believes PRRMA can manage at the projected level.

III. Unfinished Business:

a. Road Repairs

i. Status

Mrs. Bilbrey-Honsowetz stated she and Mr. Serchak met and PRRMA is on schedule. Nagle is anticipating beginning mill and resurface next week. The crack filling will be after Memorial Day. Mrs. Bilbrey-Honsowetz stated next year we need to be mindful of garage sales.

ii. Communication Plan

Mrs. Bilbrey-Honsowetz stated we need to find out how long curb work takes to cure so that residents can begin to use their driveways again.

Mr. Kljun inquired if there are any indications from the contractor that there will be modifications to the contract. Mrs. Bilbrey-Honsowetz stated there are no modifications.

Mrs. Bilbrey-Honsowetz stated we are aware of the driveway that crumbled on Mornington for a cost of \$1,300. PRRMA was \$609 over our allocation for sidewalks. The additional Summit Parkway work was \$3,824.80, for curb, gutter and structure adjustment. We reduced a small cut and patch section on Summit Parkway. Mrs. Bilbrey-Honsowetz stated at this point we are currently at \$201,307.80 for roadway repair cost. To reduce this to \$200,000 there is one large cut and patch on Summit Parkway for \$1,132.00 and a mill and replace for \$1,700. Mr. Sandys stated if we wait on the Summit Parkway repairs will this expense double. He would like to ask advisement on the postponement. He

stated last year we elected not to do any repair work on Summit Parkway and the road is much worse this year. Mrs. Bilbrey-Honsowetz stated she will inquire Mr. Tulikangas' opinion on postponing without jeopardizing the roadway any further. Mr. Stephens stated his opinion is to get the roadwork done. The only question he has is if the cut and patch would be scheduled for a mill and resurface next year. If so it would be advisable to wait. Mrs. Bilbrey-Honsowetz stated he will ask Mr. Tulikangas. Mr. Sandys and Mr. Waldbauer agree with Mr. Stephens. Mr. Waldbauer stated he would refer to the email from Mr. Tulikangas on eliminating these areas to save money this year. Mr. Kljun stated he feels that patching should be minimized due to shrinking. Mr. Waldbauer stated to keep in mind we decided against M&R (alternative #2) next to the golf course Clubhouse. We already know that there will be plans to mill and resurface on Summit Parkway for next year.

Motion by Stephens, supported by Sandys to inquire about the 192 square feet cut and patch for next year's mill and resurface and in the interim, cold patch and move forward with the 1,559 square feet of 2 inch mill and replace. Motion carried by all members present.

Mrs. Bilbrey-Honsowetz stated Mr. Serchak will be getting bids on striping as an alternate and piggyback on another Township project for a savings.

Mrs. Bilbrey-Honsowetz stated Mr. Sandys had a resident in his subdivision who is concerned about a catch basin and Mr. Sandys will go out and look.

Mr. Waldbauer inquired how the curb work in Fairways happened to be at the apron of the driveways. Mr. Stephens stated he does not know. The curb assessments were done by Spalding DeDecker. Mr. Stephens stated there is one issue in his subdivision where there is ponding across the road. He has emailed Mr. Tulikangas with this concern. This piece of roadway was replaced last year. There is a rise in the curb that causes this ponding. Mr. Stephens stated Mr. Tulikangas stated we can probably address this with curb replacement.

Mr. Sandys stated he noticed curb on the ADA sidewalks and wondered why. Mr. Stephens stated it is to allow the proper grade. Mr. Waldbauer added that when the grade of the sidewalk is lower than the earth level of the homeowner yard, a curbing is necessary to hold the yard in place.

Mr. Waldbauer stated Rob at Nagle is great with communication. He is very quick in responding with information. Visit the website for any comments.

IV. Other Business

a. Next Meeting

Next meeting date is Monday, July 9, 2012 at 5:30 p.m. for Landscaping and Budget discussion.

b. Landscaping

Mr. Stephens stated at Summit Parkway and Glengarry the landscaping is terrible. There are thistles and dandelions as tall as trees. The landscaper is Geronimo and

they could not have done any maintenance at that location. Mr. Kljun stated Geronimo was told to hold at the end of last year and waiting for Canton to make changes. Mr. Kljun stated we have been requesting information from Leigh Thurston, the township landscape architect. Mrs. Bilbrey-Honsowetz stated she met with Ms. Thurston and she is going to come to our next meeting. She will review the plans, record what exists, and consider improving the site lines in the landscaping beds. Mrs. Bilbrey-Honsowetz instructed Mr. Kljun to call Geronimo and have them trim and weed this area. Mr. Kljun stated there are plants and trees that are dying in the area.

Mrs. Bilbrey-Honsowetz stated Ms. Thurston inquired if there needs to be a separation in landscaping between PRRMA (common area) and individual homeowner associations. Mr. Sandys stated individual homeowner associations need to know for what they are responsible to maintain. Mr. Stephens stated we understand the financial separation. Mr. Stephens stated we need to retain consistency but the landscaping does not have to be exactly the same.

Mr. Sandys stated his boulevard is overgrown. Mr. Kljun stated that was part of the request, to look at all the boulevards and make suggestions as to what should be removed or replaced. Mrs. Bilbrey-Honsowetz stated of Ms. Thurston comments, that a lot of larger plantings were planted to close to the street. Mrs. Bilbrey-Honsowetz stated she will find out if there is a cost for Ms. Thurston's services.

Mr. Stephens stated Fairways is happy with their boulevards. With the wells in place now, it is much easier to maintain.

Mr. Sandys inquired if there are designated days his association should water. The Township guidelines are non-peak times and odd-even days.

Mr. Kljun stated Fidelity Bank of Dearborn was purchased by Huntington Bank. By the end of May there will no longer be Fidelity Bank of Dearborn in Canton. Mr. Kljun stated he will be transferring PRRMA's checking account to Huntington Bank. He may have to come back to the Board and have new documents signed.

V. Adjournment

Motion by Waldbauer, supported by Sandys to adjourn at 6:35 p.m. Motion carried by all members present.