

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JULY 9, 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, Bill Serchak, Canton Township

Members Absent: None

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

I. Call to Order

Ms. Bilbrey-Honsowetz called the meeting to order at 5:31 p.m.

- a. **Approval of Agenda**
Motion by Waldbauer, supported by Sandys to approve the agenda as amended moving Landscaping and Recommendation to Item II. Motion carried unanimously.

- b. **Approval of Meeting Minutes:**
 - i. May 14, 2012 Meeting Minutes
Motion by Sandys, supported by Waldbauer to approve the May 14, 2012 minutes as presented. Motion carried unanimously.

II. Landscaping and Recommendations

Ms. Bilbrey-Honsowetz stated from her meeting with Ms. Thurston and Mr. Serchak her notes indicated the following:

- 1. Understanding of the plant materials that currently exists.
- 2. Inappropriate plant materials for the site, more difficult to maintain.
- 3. Improve sight lines.
- 4. Current landscaping is more dense and compact, consider going to a more minimal look.
- 5. Consider not replacing some plant material and allowing the existing plant material to fill in.
- 6. Guidelines for future planting.
- 7. Separation between PRRMA and specific associations.

Ms. Thurston inquired if each subdivision is responsible to maintain their section of landscaping as well as Canton. Mr. Waldbauer stated in Pheasant View both entries are Pheasant Views responsibility to maintain. The matrix indicates that if a tree needs to be replaced it is PRRMA's responsibility. Mr. Serchak stated anything in the private

road right of way is PRRMA's responsibility. Mr. Kljun stated Summit Parkway and Glengarry in its entirety along with entrances would be the responsibility of PRRMA. Maintenance is the responsibility of each subdivision. Each subdivision's maintenance is being maintained by different firms.

Ms. Thurston stated there are variations of colors and textures. Some areas are more open and some more dense. There are enough common plant materials that bind these areas together.

There are a few areas that the evergreens have been replaced with a more open airy tree.

Ms. Thurston stated some of the plant selections in their natural form would be 12-18 feet high. We are trying to prune everything down into this uniform globe, 3-6 feet high. If this is what is needed this might not be the correct plant. We might not water as much as needed and the mounded form of the median sheds water quickly. Some of the current plants are not doing well due to lack of water. Ms. Thurston suggests not replacing with the same plant. Some plants have a natural form that might be nice to allow them to take on that form and experience the full character of the plant. Mr. Kljun inquired if Canton had certain specifications for visibility at intersections. Ms. Thurston stated Canton and the County has certain specifications. Ms. Thurston stated these areas are mature and some plant material could be eliminated vs. replaced.

Ms. Thurston suggested using ornamental grasses, ground covers; shrub roses or carpet roses are also drought and salt tolerant. Austrian Pines have a disease and will die out and should be replaced with something else or do without.

Ms. Thurston stated she noticed a number of issues:

- Trying hard to contain shrubs
- Weeds are not being removed
- Request maintenance crew to do a better job
- Some plants not meant for shade or sun
- Suggest medium height 6 feet, low height 2-2.5 feet

Ms. Thurston suggested being more specific with contractor and suggest familiarity with general landscaping species and natural form and prune accordingly. She also suggests favoring firms with consistent crews. Ms. Thurston stated she will share with PRRMA how the DDA bid this kind of work out. Ms. Thurston suggests meeting with the contractor the beginning of the season and discuss expectations. Mr. Waldbauer stated his subdivision has two distinct contractors, one for grass and one for landscaping. Mr. Waldbauer stated he will send PRRMA the information. Ms. Bilbrey-Honsowetz stated it might prove advantageous to bid jointly.

Ms. Thurston stated the intersection of Glengarry and Summit Parkway, west of the intersection has daylilies and red twig dogwoods. The dogwoods are too tall and the daylilies could be enhanced. On the south side, the edges of the right of way are weedy. Ms. Thurston suggests planting something low in that area that is easier to manage.

Ms. Thurston suggests PRRMA concentrate on areas where the shrubs are dying out and where better sight visibility is needed.

Ms. Bilbrey-Honsowetz stated she received an email from a resident that the trees on the island exiting the Links need to be trimmed as they obstruct view. Ms. Bilbrey-Honsowetz inquired if the lower branches can be trimmed off a spruce and pine trees to improve visibility. Ms. Thurston stated yes, you can prune 2-2.5 feet up and is preferably to moving the trees. Ms. Bilbrey-Honsowetz asked Mr. Kljun to address the pines at the Links with Geronimo.

Ms. Thurston stated she will prioritize these issues on a map for exact locations. There is a timeline for different tasks to be completed. Perennials are best planted in the spring and prune after flowering. Shrubs can be planted spring and fall. Shade trees need to be limbed up 7-8 feet.

III. Financial Activity Review:

a. Current Reports

Mr. Kljun stated as of the end of June, Fidelity Bank is no longer in business. They were purchased by Huntington Bank. Mr. Kljun has converted everything over to Huntington Bank. Mr. Kljun stated there is a minimum balance required with Huntington Bank.

The checking accounts need to meet a minimum deposit of \$7,500 to avoid service charges by the bank. Mr. Kljun stated he will be working with the bank to see if he can combine the money market and checking accounts to avoid service charges.

Mr. Kljun dispersed the Inventory status for signage. This status shows where each sign replacement has occurred and the cost. The current sign inventory includes the following:

- 1 - 14 foot assembly
- 4 - 15 foot pole assembly
- 3 - Stop Sign backers

The above inventory is stored at Fast Signs.

b. Cash Flow Analysis

Mr. Kljun stated at the end of June the reserve was at \$30,779. The reserve begins to increase as dues are paid and all roadway invoices have been paid.

Mr. Kljun proposed different scenarios if the dues to each subdivision were less than the 10%.

Mr. Stephens stated we need to continue the 10% increase until we collect the \$320,000 in the reserve. The roadways are in good shape now, and we could do minimal work for the next couple of years. Mr. Sandys stated he agreed with Mr. Stephens but he would like to see a 9% increase. Mr. Stephens stated he would counter that decrease and encouraged to review the alternates PRRMA didn't do this year that needed to be done. We are accumulating a list of items that need to be done. Mr. Stephens stated there is not enough history to indicate that \$320,000 is the wrong number for the reserve. In time, this number may need to be adjusted. Mr. Waldbauer stated he is anticipating a 10% increase.

Mr. Waldbauer stated he sees very little sidewalk work left to complete in his subdivision. Mr. Stephens stated he agrees for his subdivision. There may be \$20,000 needed for sidewalks for 2012/2013.

c. 2011/2012 Budget
Compared to the 2012/2013 Proposed Budget

d. 2012/2013 Proposed Budget
Mr. Kljun stated the largest change was in Engineering in General Expenses: Engineering 2011/2012 was \$16,700 and reduced to \$5,000 in 2012/2013. Reduced charges are expected going forward. The \$5,000 is the preliminary charges charged by Spalding DeDecker to come out and overview the site and prepare the original bid document.

In General Expenses Engineering was reduced to \$29,000 in the 2012/2013 Proposed Budget from \$49,000 in the 2011/2012 Budget.

In the maintenance line item the major changes that occurred are street sweeping at \$2,100 in 2011/2012 is increased to \$3,240 in 2012/2013. Canton Sprinkler went from \$1,000 in 2011/2012 to \$1,500 in 2012/2013.

Mr. Sandys inquired where pot hole repairs are budgeted. Mr. Kljun stated pot hole repairs comes out of reserve maintenance.

Mr. Kljun stated the total maintenance budget for 2012/2013 is \$23,240. The total general expenses budget for 2012/2013 is \$29,901. Canton's budget is \$26,455 for 2012/2013.

The assessment for each subdivision is based on the percentages indicating Canton's contribution of \$49,269, Fairway Pines \$79,292, Fairways \$67,889 and Pheasant View at \$44,121. There is a 10% increase to each entity. The FY 2012/2013 Quarterly Assessment for Fairway Pines will be \$24,202, Fairways will be \$20,721 and Pheasant View will be \$13,467.

Motion by Waldbauer, supported by Stephens to approve the 2012/2013 Budget with the 10% increase in dues. Motion carried unanimously.

IV. Unfinished Business:

- a. Road Repairs
 - i. Review of 2012 Project

All members agreed Nagle was great to work with and did a great job. Mr. Sandys stated due to the dry weather the hydro seed did not take and it is just bare dirt. Mr. Serchak stated we can hold a retainer for the punch list for repair with sod or seed. Mr. Stephens stated yes, he agrees with holding additional funds in the retainer. Mr. Waldbauer stated his bare areas are near a number of ramps. Mr. Serchak stated he would old approximately \$2,000-\$3,000 for these repairs. He will have Spalding DeDecker contact Nagle for these restorations.

Mr. Sandys stated a homeowner in Fairway Pines did try and contact someone to let them know their irrigation system was damaged during road repair, however the Fairway Pines website was down and it was unknown to the Board. The homeowner did repairs themselves and wants reimbursement. Mr. Serchak stated we tell the Township homeowners that we are sorry and do not want to set a precedence. Mr. Sandys stated he can present this invoice to his Board and state that it was their responsibility to have the website working and see if they will pay the invoice. Mr. Stephens stated all homeowners received a least one communication if not two. The banners were up for a month with contact information. Mr. Sandys stated he will discuss this with his Board.

Mr. Stephens stated as a Board he would like a note sent to Nagle indicating how responsive they were and addressed residents concerns promptly.

- b. Signage
 - i. Stop Sign at Highlands/Cherry Hill

Mr. Kljun stated the stop sign and the above location is out of position. Public Safety came to Mr. Serchak indicating that stop sign should be before the sidewalk and not after. Mr. Serchak stated it is believed there is a water main in that area, but would not interfere with moving the signage. Mr. Serchak stated he would like the sprinkler system marked in that area to avoid damage. Mr. Kljun stated it would cost \$390 to move the sign. Mrs. Bilbrey-Honsowetz inquired if the wood sign would need to be replaced with new model. If this is a potential hazard we need to replace now. Mr. Kljun stated this would be a liability for PRRMA if an accident would occur now at that location.

Mr. Waldbauer stated when PRRMA has extra money if they could repair the white strips indicating where to stop for a stop sign.

Motion by Waldbauer, supported by Sandys to relocate the stop sign and replaced with the new model sign. Motion carried unanimously.

V. Other Business

- a. Future Agenda Items
 - i. PRRMA/Glengarry/Summit Intersection - alignment reconfigured
 - ii. Other

Mr. Waldbauer indicated he received a letter about the pond at Canton Center and Cherry Hill being stagnate. He directed the letter to Valeri Maci, 45706 Fountain View, Fairway Pines Board. They have elected not to replace the pump and are treating with algae pills.

b. Next Meeting Date

The next meeting date will be Monday, October 8, 2012 at 5:30 p.m.

c. New member

Mr. Stephens will be moving out of the community. He will be with PRRMA until the end of the year.

VI. Adjournment

Motion by Waldbauer, supported by Stephens to adjourn at 7:38 p.m. Motion carried unanimously.