

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**OCTOBER 8, 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, October 8, 2012.

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

**Members Absent:** None

**Others:** Leigh Thurston, Canton Township, Deborah Dooley, Canton Township

**Others Absent:** Tim Kljun, Roadway Manager

**I. Call to Order**

Ms. Bilbrey-Honsowetz called the meeting to order at 5:35 p.m. Mrs. Bilbrey-Honsowetz welcomed Val Krimmer, Fairways, who will be taking Mr. Stephens place on the Board.

a. **Approval of Agenda**

Mrs. Bilbrey-Honsowetz stated the Financial Activity Review will be deferred till the next meeting due to Mr. Kljun being absent. Motion by Waldbauer, supported by Sandys to approve the agenda as amended deferring the Financial Activity Review till the next meeting date. Motion carried unanimously.

b. **Approval of Meeting Minutes:**

i. July 9, 2012 Meeting Minutes

Motion by Sandys, supported by Waldbauer to approve the July 9, 2012 minutes as presented. Motion carried unanimously.

**II. Landscaping**

Mrs. Thurston distributed maps with current plantings. Mrs. Thurston distributed median landscape assessment and recommendations after she assessed all plant material in the boulevards. This includes acceptable planting materials that either need pruning or replacement or as these plantings die out to plant a more appropriate plant. Mrs. Thurston stated visibility should be improved on the eastern portion of Glengarry Boulevard. It is recommended that improving driver's sight lines be given top priority. Mrs. Thurston gave recommendation for tall shrubs, medium shrubs/grasses and low shrubs/grasses/perennials for PRRMA. Mrs. Thurston recommended additional texture and color.

Mrs. Thurston reviewed the bidding documents for PRRMA's landscaping. Mrs. Thurston inquired if the landscaping contractor is responsible for picking up trash during clean up or regular mowing. Mrs. Bilbrey-Honsowetz will defer this to Mr. Kljun.

Mrs. Thurston's comments, questions, and suggestions:

Could pavement be edged less frequently and is weed whipping acceptable

Cultivation of shrub and perennial beds including weeding

Pruning debris be removed same day

Major pruning needed due to storm damage is not included in the contract.

Specify total of 4 inches of compacted shredded hardwood mulch for trees and shrubs, and 2-3 inches for perennial beds.

Area within 3 inches of the trunk should be free of mulch. The desired color of mulch should be specified.

Very few trees need to be pruned twice a year.

Trees should be pruned in early summer or winter as appropriate for the plant.

Shrubs and trees should be pruned according to their natural growth form.

Supervisor on site must be familiar with plant species and their growing forms.

Weed control and fertilization of turf might be separated.

Early application for crabgrass control is usually beneficial, no benefit to fertilize before May.

Three fertilizer applications are adequate, with the fall application being the most important one.

Separate out fertilizer and weed control.

Protect plant materials from overspray and mist.

Crabapple and Sycamore trees need to be treated every year for apple scab and fire blight.

Request an itemized proposal.

Each Bidder should be responsible for inspecting the site and familiarizing themselves with the site and working conditions prior to submitting a bid.

Either party should have the right to terminate the contract with notice.

Mrs. Thurston stated the north side plantings are dying out due to shade. The east end of Glengarry street trees should be trimmed up at least 7 feet on the street side.

Fairway Pines needs to work on the dead turf on the road right of way. Choose a seed that is drought tolerant.

Mrs. Thurston inquired if the area along Canton Center in Fairway Pines is irrigated.

The turf in the right of way needs to be power raked and seeded/straw in the early spring. PRRMA is not required to irrigate.

Mrs. Bilbrey-Honsowetz stated PRRMA will keep landscaping on the agenda for the next meeting.

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

Deferred until next meeting due to Mr. Kljun being absent.

- a. Current Reports
- b. Cash Flow Analysis
- c. 2011/2012 Budget Performance

### **IV. Unfinished Business:**

- a. Road Repairs
  - i. 2012 Program

Mr. Serchak inquired if there are any punch list items that need to be discussed. The homeowner irrigation issue has been repaired and paid. Mr. Stephens stated the areas have been hydro-seeded and the ground was not smoothed. The homeowners didn't water so a note was sent to the homeowner to water the second attempt.

Mr. Serchak stated sweeping was completed last Monday. All members agreed a great job, with excellent communication with Nagle.

ii. 2013 Program Plan

Mr. Serchak stated the budget is approximately \$200,000. Mr. Serchak stated it is often a good idea to rebid the consultant. Paul Tulikangas has left Spalding DeDecker. Spalding DeDecker developed the model. Mr. Serchak stated he has noticed Spalding DeDecker increasing their prices for engineering services for Canton. He would be open to rebid the scope of services. This is just a suggestion. PRRMA may have to purchase the model Spalding DeDecker developed. Mr. Sandys stated he thinks it is a good idea to rebid every couple of years. Mrs. Bilbrey-Honsowetz would like this to be an agenda item and discuss this issue with Mr. Kljun. All members agree it is a good idea to rebid the engineering services contract. Mr. Waldbauer stated Canton Engineering did consulting for PRRMA before Spalding DeDecker. Mr. Stephens stated Spalding DeDecker explained their entire process to maintain PRRMA's roads to a certain PACER rating. Mr. Serchak stated he will devise a RFP for the next meeting.

Mr. Sandys stated the concrete aprons between the curb and sidewalk are deteriorating fast in Fairway Pines. Mr. Serchak stated driveway approaches would be the homeowner's responsibility.

- b. Landscaping  
Discussed in Item II. Landscaping
- c. New Member  
Welcomed Val in the beginning of the meeting.

**V. Other Business**

a. Glengarry/Summit Intersection

Mr. Waldbauer stated he would like northbound Summit Blvd. traffic to be able to make a left hand turn. Mr. Serchak stated it could be done with a divided boulevard and a three-way stop with a dedicated right turn lane, and re-align the golf cart crossing. You would end up with a roundabout. Mr. Serchak stated this would be very costly. Mr. Stephens stated a traffic survey would need to be done which was too costly. Mr. Serchak stated it would be five figures for the study alone. Mrs. Bilbrey-Honsowetz stated this is cost prohibitive right now, but the idea is valid. Mr. Serchak stated it could be listed as an alternate in the bid. All members agreed to add as an alternate in the bid to determine a cost.

b. Sidewalk Responsibilities and Standards

Mr. Stephens stated PRRMA does have a sidewalk program. Two flags were replaced on Cherry Hill. The ADA ramps at Cherry Hill and Country Club were

not replaced this year as other ramps were replaced and it was unaffordable at this time.

Mr. Serchak stated the flags that were replaced on Country Club were in the Wayne County road right of way and were not PRRMA's responsibility.

Mr. Stephens stated there are 3 or 4 trip hazards that need to be repaired next year. Mr. Stephens stated PRRMA looks at every flag every year, where Canton only reviews every 15 years. Mr. Serchak stated Canton also replaces from complaints. Mr. Serchak stated Canton's Sidewalk Program includes Canton Center, Cherry Hill and Beck Road. Mr. Serchak stated if repairs touch an intersection ADA ramps must be replaced to MDOT's current standards. Sometimes the curb is involved and will be the homeowner's association responsibility. Mr. Serchak stated the ADA ramps cost approximately \$800 and the price for Canton is \$675. Mr. Stephens stated PRRMA has never been able to get the same rate as Canton from a contractor.

Mrs. Bilbrey-Honsowetz stated an elderly female fell either on Township, PRRMA or a homeowner's property and this will clearly be identified tomorrow. It is believed she fell where Summit Parkway meets Southwick. Mr. Serchak stated in Canton where there is a trip and fall complaint, it is investigated, and turned over to Risk Management. Mrs. Bilbrey-Honsowetz stated the fall has been documented and she will keep PRRMA informed.

c. Information on Website

Mrs. Bilbrey-Honsowetz stated June Waldbauer updated the web site with approved minutes. If there is anything additional we will share with Mrs. Waldbauer.

d. Next Meeting Date

Monday, November 19, 2012 at 5:30 p.m.

**VI. Adjournment**

Motion by Sandys, supported by Waldbauer to adjourn at 7:10 p.m. Motion carried unanimously.

Mrs. Bilbrey-Honsowetz stated she wished to thank Mr. Stephens for his insight and contribution to PRRMA.