

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
FEBRUARY 11, 2013
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, February 11, 2013.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Val Krimmer, Fairways, Pete Sandys (arrived 6:28 p.m.), Fairway Pines, Mark Waldbauer, Pheasant View, Bill Serchak, Canton Township

Members Absent: None

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:35 P.M.

a. **Approval of Agenda**

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

b. **Approval of Meeting Minutes:**

i. January 7, 2013 Meeting Minutes

Motion by Waldbauer, supported by Krimmer to approve the January 7, 2013 minutes as presented with Mrs. Bilbrey-Honsowetz corrections. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated the accounts receivable is decreasing.

Mr. Kljun stated he has received dues from Canton Township, Pheasant View, Fairways and Fairway Pines. The only items outstanding are interest for Fairway Pines and Pheasant View.

b. Cash Flow Analysis

Updated through January, 2013. Mr. Kljun stated if PRRMA raises the dues for 2013/2014 10% and maintain the roadway repair at \$294,000, PRRMA will exhaust the reserve fund in June or July of this year 2013. Mr. Kljun stated the Board really needs to carefully decide how much will be spent on roadway repair this year. The indication is that PRRMA will have to reduce the amount spent on roadway repairs this year. Mr. Kljun stated in August dues will be received and the reserve will increase. Mrs. Bilbrey-Honsowetz inquired if we need to keep in mind the timing of invoices. Mr. Waldbauer stated if PRRMA does not pay its invoices before the fiscal year ends it will distort the amount spent for that year. Mr. Kljun stated we hold back money until the project is complete to our satisfaction which could be in subsequent months. The road work is completed before school begins in August, but PRRMA withholds money until the punch list is completed to PRRMA's satisfaction. If PRRMA did delay some of the payments for the fiscal year, it would

catch up with us. Mr. Kljun stated the books would indicate the total cost for the fiscal year.

Mr. Kljun stated Mr. Sandys stated some time ago that he would like to see the reserve fund maintain at least \$50,000. Mr. Kljun stated he does not see that happening unless PRRMA deferred payments and increased dues more than 10%. Mrs. Krimmer inquired if there was a construction number where PRRMA would not have a deficit. Mr. Kljun stated yes, there are different scenarios. PRRMA could adjust a projected amount to spend on the road repairs. These are in construction and engineering costs.

Mr. Kljun stated Geronimo refunded \$300 which was an overcharge. Mr. Kljun stated he will continue to update the cash flow analysis.

Mr. Waldbauer presented the website invoice of \$73.50 for updates and maintenance.

c. 2012/2013 Budget

III. Unfinished Business

a. Review Joint Meeting

Mrs. Krimmer stated she thought it went well and Mr. Serchak did a good job presenting the information. Mr. Waldbauer stated he feels PRRMA should present this informational meeting every three years. Mrs. Bilbrey-Honsowetz stated she wished to thank everyone for their part and effort in the joint meeting and the individual HOA board members who attended.

b. 2013 Road Repair Plan

Mr. Serchak stated when PRRMA retains the engineer they will do a new PASER rating and then it will be known how much is proposed to spend on the road repairs this year. Mr. Serchak stated he received three responses to the RFP: Spalding DeDecker Associates, Inc., Nowak & Fraus Engineers and Hubbell, Roth & Clark, Inc.

Mr. Serchak stated he knows all three of the firms who responded. Spalding DeDecker knows the scope of work better than anyone at this time. The cost for HRC was \$17,250, Nowak & Fraus \$17,500 and Spalding DeDecker \$21,900.

Mr. Serchak stated Spalding DeDecker knows the scope of work and presented a 10 year plan using CarteGraph software. Nowak & Fraus stated they will use their competitor's software, which PRRMA would have to purchase from Spalding DeDecker. All three bidders have the qualifications and could do the project. Mr. Serchak stated his first choice would be Spalding DeDecker and second choice would be Nowak & Fraus.

Mrs. Bilbrey-Honsowetz inquired if PRRMA went with Spalding DeDecker could PRRMA ask for the data base to be turned over to PRRMA at the end of the year. They may consider it proprietary and not release the data. Mr. Serchak stated we would be upfront and ask for the electronic copies at the end of the year and language be included in the contract.

Mr. Serchak stated we could ask the three companies if the amount to be spent on road repairs changes is the cost for engineering services reduced. Mr. Waldbauer stated Spalding DeDecker reduces their cost based on the percentage of work to be completed.

Mr. Kljun stated we would have to spend more money initially to get Nowak & Fraus and HRC up to speed on the project plus purchasing the data file. Mrs. Bilbrey-Honsowetz stated we could ask the cost to purchase the data file from Spalding DeDecker. Mr. Serchak stated PRRMA should ask Spalding DeDecker if as a condition of the contract at the end of the year they turn over the data file. Mr. Serchak stated he will look into the CarteGraph system. If they make it and sell it, it cannot be that proprietary. If Spalding DeDecker does not sell CarteGraph then PRRMA knows that the other bidders cannot purchase it. Mr. Serchak stated the CarteGraph system does cost estimating on evaluation of pavement sections. Mr. Serchak stated he believes Spalding DeDecker used it to estimate the 10 year plan.

Mr. Sandys arrived at 6:28 p.m.

Mr. Waldbauer stated the E-Builder with Spalding DeDecker was a great tool for PRRMA.

Motion by Krimmer, supported by Serchak to retain Spalding DeDecker provided PRRMA has clarification on their sliding scale of construction over site costs with lower volume, plus end of year turnover of the data file. Motion carried unanimously.

Mr. Kljun inquired if it would be beneficial to compare this year's proposal to last year. Mr. Serchak stated he does not believe Spalding DeDecker did a comprehensive assessment or an update of the 10 year plan last year. Mrs. Bilbrey-Honsowetz stated PRRMA opted not to do an update of the 10 year plan. Mr. Serchak stated he will take a look at last year proposal before he calls Spalding DeDecker and ask his questions.

c. Landscaping (Trim Shrubbery at Clubhouse Cart Crossing and Inverness/Glengarry)

Mrs. Bilbrey-Honsowetz stated PRRMA would need to go out for bids for maintenance landscaping. She stated PRRMA would have to give the landscaper perimeters, such as maintain shrubs in the proper manner, as Ms. Thurston has suggested. Mr. Kljun stated he will take care of this bid. Mr. Kljun stated subsequent to the meeting with Ms. Thurston he spoke with her to ask her recommendations for Glengarry and Summit Parkway in writing. Mr. Kljun has received Ms. Thurston's recommendations. Mr. Kljun stated the members can review her suggestions and discuss at the next meeting. Mr. Kljun stated the lawn mowing and maintenance would be separate and exclusive.

Mrs. Krimmer inquired if the landscaping maintenance would come from the operating fund. Mr. Kljun stated for Canton's portion it would come from Canton's annual contribution. Along Glengarry Boulevard between Summit

Parkway and Canton Center Road the cost would be Fairways and Fairway Pines and born by each association. Mrs. Bilbrey-Honsowetz stated Ms. Thurston was recommending appropriate materials for tolerant conditions. Mrs. Krimmer inquired what if the HOA doesn't want these recommendations. Mr. Serchak stated certain areas are a safety issue. Mrs. Bilbrey-Honsowetz stated the HOA would have to agree to these recommendations first before any work would be done. Mr. Sandys suggested prioritizing the safety issues. Mr. Kljun stated Canton has published appropriate site lines and PRRMA would adhere to those standards. Mr. Kljun will try to have something to bring to the Board by the next meeting.

- d. PRRMA FAQ Sheet
Mrs. Bilbrey-Honsowetz stated the Board suggested the FAQ sheet for the PRRMA website. This information has to be completed by the Board and submitted to June Waldbauer for submission to the website. Bring FAQ items to the next meeting.

IV. Other Business:

- a. Next Meeting Date
March 18, 2013, at 5:30 PM

- b. Mrs. Krimmer stated the well water is staining the monuments, especially the one on Beck Road. Mrs. Krimmer would like to suggest a power wash to remove stain. Mr. Kljun stated PRRMA has done this for Pheasant View for sap from trees. He does not know if it would remove iron stains. Mr. Kljun stated he will ask a few contractors for suggestions. Mr. Kljun stated there is a product to remove an iron stain from concrete. This is labor intensive. Mr. Waldbauer suggested re-aiming the sprinklers.

V. Adjournment

Motion by Krimmer, supported by Serchak to adjourn at 6:53 p.m. Motion carried unanimously.