

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MARCH 18, 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, March 18, 2013.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Val Krimmer, Fairways, Pete Sandys, 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 5:34 P.M.

- a. **Approval of Agenda**
Motion by Waldbauer, supported by Sandys to approve the agenda as presented. Motion carried unanimously.

- b. **Approval of Meeting Minutes:**
 - i. February 11, 2013 Meeting Minutes
Motion by Waldbauer, supported by Serchak to approve the February 11, 2013 minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun sent the Board the financials via email. The financial were also sent to Mrs. Waldbauer for the website.

Mr. Kljun stated PRRMA is on schedule

- b. Cash Flow Analysis
Mr. Kljun stated all subdivisions are currently paid up to date on all assessments of dues. Currently there is \$28,000 in PRRMA checking account.

Mr. Kljun stated the cash flow analysis shows under the current condition the reserve will be exhausted in June of 2013. Mr. Kljun stated the Board will need to discuss and decide how much will be spent on roadway repair and how much will be assessed in dues for the coming year.

- c. 2012/2013 Budget
Mr. Kljun distributed an inventory of signs and indicating what has been repaired. Currently PRRMA has two sign assemblies in inventory valued at \$1,225. Mr. Kljun's recommendation is to purchase another 4 sign post adding 6 sign post in inventory. Each sign is \$612, for a total of \$2,400. Mrs. Bilbrey-Honsowetz stated

this will expedite sign replacements as needed. The budget reflects \$10,000 for sign replacements in 2013.

Mrs. Bilbrey-Honsowetz inquired what is the life span is of the new signs and poles. Mr. Kljun stated they are aluminum and the bases are cast aluminum, powder painted. Like signs were installed initially in Pheasant View, Fairway Pines, and Fairway and are still in good condition. Mr. Kljun stated since January 2011 PRRMA has completed \$28,572.70 in sign replacements.

Mr. Kljun stated signs have been replaced in Fairway and Fairway Pines in 2013.

Mr. Kljun stated the wood sign post are discoloring due to iron from the irrigation water. There are two signs of the new style in Fairways. The signs may need to be painted more frequently. Mr. Kljun stated he believes the new style metal post might also need painting.

Mr. Sandys stated it is difficult to paint powder coated metal. He stated you may need to clean the metal with Lime Away. Mrs. Bilbrey-Honsowetz stated she will ask Parks if they might have any insight into chemicals to use to remove iron stains.

Mr. Kljun found a company called "The Rust Store" that sells a chemical to remove rust from concrete and may apply to the monument. Mr. Kljun stated it is very labor intensive to use.

Mr. Waldbauer inquired if PRRMA is still able to get the 30x30 reflective stop signs from Parks. Mr. Kljun stated there are no further products at Parks for PRRMA. Mr. Waldbauer stated Pheasant View has one stop sign by the starter shack, Hole 19 that is full of graffiti. Mrs. Bilbrey-Honsowetz stated she will check with Paul Robinson in Parks.

III. Unfinished Business

a. 2013 Road Repair Plan

Mr. Serchak stated to purchase the CarteGraph data from Spalding DeDecker would cost \$3,500. If you add that to the two other bids it would be close to Spalding DeDecker's bid. Mr. Serchak stated he is still recommending Spalding DeDecker at \$21,900. Mr. Serchak stated he will put the contract in place. The PASER rating will determine the work for 2013. PRRMA could have a scope of work in March or April depending on the weather.

Mr. Sandys stated the sidewalk walk and charting should be completed by May 1, 2013. Mrs. Krimmer is new and needs assistance with her first walk. Mr. Waldbauer stated he will email his charting to other Board members for assistance. Mr. Sandys stated using Mr. Waldbauer's descriptions will ensure consistent charting throughout all subdivision.

b. Landscaping

i. Review Lawn Maintenance Bids

Mr. Kljun stated there were two Landscape Bids received from the following: Maverick Property Maintenance and Geronimo Lawn Service, Inc.

Mr. Kljun stated the cost this year is on different specifications as in the past. Mr. Kljun stated following meetings with Leigh Thurston her recommendation was to consider a more focused contractor on lawn cutting. Additionally the trimming of trees and shrubbery would be issued as a separate contract to a more skilled contractor. Geronimo Lawn Services, Inc. is the low bidder. Fertilization and lawn cutting will be combined to the same contractor.

Mr. Serchak stated Maverick Property Maintenance show two deep root fertilization of the trees and shrubs and Geronimo Lawn Services only shows one. Mr. Kljun stated he will get clarification on this item. Mrs. Bilbrey-Honsowetz she will ask Parks to look at this bid evaluation.

Mr. Waldbauer stated the specification was twice per season redefine bed and tree ring edges and Maverick Property Maintenance quoted once and Geronimo Lawn Service quoted 4 times. Mr. Kljun stated he will get clarification on this item. Mrs. Bilbrey-Honsowetz stated PRRMA has contracted with Geronimo Lawn Service for four years. Mr. Kljun stated he felt Geronimo's service was reasonable with the exception of tree and shrubbery trimming. Mr. Kljun stated Maverick has commercial and residential properties in the area and believes they could perform the specifications adequately.

Mrs. Bilbrey-Honsowetz stated there was an issue with Geronimo dumping their clippings and when contacted they immediately addressed this issue.

Mr. Kljun will review the bids and respond to the Board.

ii. Discuss Strategy for Care of Tree and Shrubs (Trim Shrubbery at Clubhouse Cart Crossing and Inverness/Glengarry)

Mr. Kljun asked Leigh Thurston to recommend a package for Glengarry and Summit Parkway in its entirety. Sight lines, property plantings and materials were discussed. Ms. Thurston put together a package and identified plantings. Greg Bores has been given these documents and he will make his recommendations. This document would go out to special contractors to prepare bids for trimming issues, removal issues and replanting issues.

Mrs. Bilbrey-Honsowetz stated this will give PRRMA the tools when items need replacing. Mr. Kljun stated he would like the Board members to look at the documents and give recommendations. Mrs. Bilbrey-Honsowetz stated the Board needs to prioritize and set safety first. Mr. Kljun stated any recommendation in the individual subdivisions would be the responsibility of the subdivision to fund.

Mrs. Bilbrey-Honsowetz stated she will add to the next agenda to identify strategy to care for trees and shrubs.

c. PRRMA FAQ Sheet

Mrs. Bilbrey-Honsowetz distributed a draft of the FAQ that would be placed on the PRRMA website. Mr. Waldbauer stated he tried to respond to questions that commonly come to his Board for answers.

All Board members thought it was informative.

Mr. Sandys stated we might want to add who owns the sewers and water pipes. "Who is responsible for storm water infrastructure" might be a good topic. It would be one of three: HOA, PRRMA or Canton, dependent upon location. Mr. Serchak stated the answer is within the Master Deed. There are a series of drawings, showing PRRMA, Subdivision and Canton responsibility. Mr. Serchak stated he has these drawing electronically. If a problem lies under the sidewalks or between the sidewalks including the roads, PRRMA is responsible. Everything outside of the PRRMA roadway is HOA responsibility. If an issue lies in a rear yard and adjacent to a golf course it is the Canton Township's responsibility.

Mr. Kljun inquired if the storm sewer empty into the ponds on hole #6 on the golf course, who's responsible. Mr. Serchak stated that would be Canton's responsibility. Mr. Serchak stated he will take a look at this issue.

Mrs. Bilbrey-Honsowetz stated we will clean up the FAQ and send out to the Board for approval.

Mr. Kljun stated the window in the guard house in Fairway Pines is broken. He will get a quote for Plexiglas for replacement.

Mr. Kljun stated there is a tree fallen in Fairway Pines and lying on the sidewalk on Canton Center. Mr. Sandys stated the homeowner is aware and will remove.

Mr. Kljun stated he received a quotation today for power washing of the monuments at Beck and Glengarry.

IV. Other Business:

a. Next Meeting Date

The next meeting date is April 22, 2013 at 5:30 p.m.

Mr. Serchak stated he will ask Spalding DeDecker for a scope of work for that date and if they can attend the April 22, 2013 PRRMA meeting. Then Spalding DeDecker will then have time to get bids to begin work after Liberty Fest.

V. Adjournment

Motion by Waldbauer supported by Krimmer to adjourn at 6:49 p.m. Motion carried unanimously.