

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
APRIL 22, 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, April 22, 2013.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Val Krimmer, Fairways, Mark Waldbauer, Pheasant View, Bill Serchak, Canton Township

Members Absent: John Visos, Fairway Pines

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Jake Ensley, Spalding DeDecker

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:32 P.M.

- a. **Approval of Agenda**
Motion by Serchak, supported by Krimmer to approve the agenda as presented. Motion carried by all members present.

- b. **Approval of Meeting Minutes:**
 - i. March 18, 2013 Meeting Minutes
Motion by Serchak, supported by Krimmer to approve the March 18, 2013 minutes as presented. Motion carried by all members present.

II. 2013 Road Repair Plan

- a. Discussion with Spalding DeDecker
Mr. Ensley stated he spent 1.5 days in the area assessing the current conditions of the roadways for PRRMA. Mr. Ensley stated he entered the collected data into CarteGraph, compared it with the previous reports, and ran the model based on the budget amounts indicated. PRRMA roads are currently at a PASER rating of 68.23, well above the PRRMA goal of 57. The 2011 model indicated that in 2013 the level would be 70.90; however the construction budget was decreased to \$200,000 in 2012 for roadway repairs, compared to the proposed \$290,000 budget used in the 2011 model update.

Mr. Ensley stated as part of the evaluation he examined all of the repairs that have been done the past 4 years to map out a revised curve to follow. It will be important to get the most accurate curve as possible. He did revise the current low bid to reflect the most accurate prediction. He also updated the pricing as well. He took the unit pricing from the last couple of bids and included the contingency within the unit price to account for the ADA ramps and curbs as part of the project level analysis.

Mr. Ensley stated most of the roads are in good condition. There are some roads in the "FAIR PLUS", "FAIR" and "POOR" ranges. PRRMA will want to focus the repairs on the poor range.

Mr. Ensley stated the worst roadway is Summit Parkway and that is where the focus will be this year. There are some road repairs proposed in Fairways and Fairway Pines. Pheasant View roads are in good shape.

Mr. Ensley stated he used a budget of \$190,000, that does include sidewalk repair (budgeted \$10,000) and crack-sealing allowance (budgeted \$10,000). Mr. Serchak stated he is not sure that the whole \$10,000 for both sidewalk and crack sealing will be necessary. This is what was budgeted in the past. Mr. Serchak stated in four years PRRMA has pushed the PASER rating from 58 to 68. When PRRMA began this process the target was 57. Mr. Ensley stated if no work is done on the roads the PASER rating will be 41 in 10 years.

Mr. Ensley stated there are some large sections on Summit that should be focused on in 2013. He focused the repairs on the "POOR" to "FAIR PLUS" sections of roadway.

Mr. Serchak stated the alternate that was not completed last year on the north end of the cul-de-sac on the Mornington drain, should be completed this year. Mr. Ensley stated there are some contingencies built into the unit price. Mr. Serchak stated both alternates from last year should be included in this year's roadway repairs.

Board members stated they want the narrative and graphs from Spalding DeDecker posted on the website. This will be helpful to the homeowners.

Mr. Ensley stated he would check E-Builder and find out why PRRMA has not been able to access this site.

Mr. Kljun stated the Mornington issue had three alternatives ranging from \$16,784 to \$34,103 and another for \$18,784. He believes PRRMA accepted the first alternative to pave and grade without the dry well. The most expensive is to pave Mornington and have the sewer installed. Mr. Waldbauer stated he remembers a discussion of shedding the water out of the court to remedy the issue. Mr. Serchak stated PRRMA still needs to get a couple of alternatives for Mornington.

Mrs. Bilbrey-Honsowetz stated construction will begin after Liberty Fest. Mr. Serchak stated bids will go out and PRRMA could pick one at the next meeting.

b. Annual Sidewalk Survey

Mrs. Bilbrey-Honsowetz stated the sidewalk surveys are due May 1st.

III. Financial Activity Review

a. Current Reports

Mr. Kljun stated he distributed the financial reports and narratives via email. Mr. Kljun stated as of the end of last month PRRMA had \$24,591.27 in the bank

account. The money market account has \$208,977.10. The sign inventory is valued at \$15,044.32. Mr. Kljun stated it was reported that there was a sign down in Fairway Pines at Pinehurst and Glengarry. Fast Signs has been notified and PRRMA has the spare parts to get the sign repaired quickly. Also the signage at the cart crossing on Summit Parkway is requiring a 30-inch stop sign and will be replaced due to graffiti.

b. Cash Flow Analysis

Mr. Kljun stated PRRMA has received \$18.37 in interest since January 2013. As of the end of March all associations have paid their dues. The next impact should be in May with the fourth quarter invoice.

Mr. Kljun stated it has been suggested that PRRMA back up the time for sending the invoices out so that it gives the associations a bit more opportunity to pay their association fees. It is time to send out the invoices for May due on the 31st.

Mr. Kljun distributed a list of addresses that he mails the invoices to each association. He would like to make sure that the addresses are correct and requested to send any modifications to him.

c. 2012/2013 Budget

Mr. Kljun stated the projected expenses for 2013 were \$18,428. The actual expenses were \$15,053, slightly under budget for the first three months. Mr. Kljun stated in July the spreadsheet indicates that PRRMA is over budget \$7,101, and will not be able to pay the bills. This is predicated on two items: PRRMA maintains a 10% increase in dues for 2013-2014 and PRRMA has projected expenditures of \$294,120 for roadway. This includes Spalding DeDecker, bids and inspections. Mr. Kljun suggests modifying the \$294,120 expense to \$190,000 which shows PRRMA being able to meet their expenses. Mr. Kljun stated this will create a minimum balance in July of \$52,899. This will cause PRRMA to reduce the amount of roadway repair in 2013-2014. Mr. Kljun stated if PRRMA wants to maintain the \$250,000 the contribution amount will need to be increased to make up the difference.

d. Identify Funding Amount for 2013 Road Repairs

Motion by Krimmer, supported by Waldbauer to approve \$190,000 budget for 2013 Roadway repair. Motion carried by all members present. Mr. Waldbauer stated if we raise the dues 10% we are still viable. Mr. Serchak stated we can still maintain with the lower PASER rating at the \$190,000 budget. PRRMA can look at this in a couple of years. Mr. Kljun stated the \$190,000 budget does give PRRMA a slight cushion.

Mr. Waldbauer inquired if Pheasant View has late fees. Mr. Kljun stated Pheasant View still owes late fees for the 2nd quarter. It was due in November and was not paid until February. Mr. Kljun will invoice Pheasant View for late fees.

Mr. Waldbauer inquired on water usage. Mr. Kljun stated as part of the water usage along Glengarry Boulevard and Summit Parkway it is now the responsibility of Canton. Canton pays as part of their contribution to Fairways for the water they use

from the Fairways well. This amount is calculated in Canton's budget and paid up-front.

IV. Unfinished Business

a. Landscaping

i. Identify Strategy for Care of Trees and Shrubs

Mrs. Krimmer stated the visibility at the end points of the landscaping is the most important care for safety reasons. Mrs. Krimmer stated at 45418 Glengarry there is an end of an island where there are low branches that obstruct visibility. Mrs. Bilbrey-Honsowetz stated PRRMA is unable to care for the entire landscaping at one time. This is why PRRMA decided to work on safety issues only at this time. Mrs. Bilbrey-Honsowetz stated the shrubs at the crossover from the clubhouse to the 19th hole will be trimmed by the end of this week. Mrs. Krimmer stated the area between hole #1 and #2 needs some work also. Mr. Waldbauer stated that whole intersection needs to be reconfigured. Mrs. Krimmer stated she feels this area should be a priority. Mrs. Bilbrey-Honsowetz stated as dollars are available this priority work will be completed. Mr. Kljun stated the homeowners associations will be billed for priority work done in their subdivision.

It has come to the attention that a homeowners association was going to do their own tree trimming. Mrs. Bilbrey-Honsowetz inquired if a letter needs to be mailed to address this issue. Mr. Kljun stated there is an operations manual that specifies that landscape maintenance is the responsibility of PRRMA. Mrs. Bilbrey-Honsowetz stated a reminder letter needs to be addressed to each subdivision along with the operations manual. Mr. Serchak stated all subdivisions need to know about the drawings and solicit input from the HOA's. The work will be done when it can be done. The letter will also remind residents to not use the cart path to jog, bike or walk dogs. This is a safety issue. Residents will be reminded to call the clubhouse if there are violators.

Mr. Waldbauer and Mr. Kljun stated the rangers are not enforcing the violations. Mrs. Bilbrey-Honsowetz will follow up with this issue.

IV. Other Business:

a. PRRMA Dues Invoicing Process Discussed above.

b. Curb Washing

Mrs. Krimmer sent Mrs. Bilbrey-Honsowetz an email regarding stained curbs from the irrigation water. Mrs. Bilbrey-Honsowetz stated the roads and curbs are the responsibility of PRRMA. The wells were put in to save dollars. If PRRMA begins washing the curbs the money saved with the well for irrigation will be used for washing curbs. Mrs. Krimmer stated it will be up to her board on how they want to proceed. She stated the maintenance would defeat the purpose of the well.

c. Street Sweeping

Mrs. Bilbrey-Honsowetz stated street sweeping is done a couple of times per year, spring and again in the fall. Mrs. Bilbrey-Honsowetz stated

she will schedule street sweeping for the first couple of weeks in May, weather permitting, Monday-Wednesday. Letters will be sent out to the HOA's.

- d. **Request for Road Closure for Liberty Fest Fireworks**
Motion by Krimmer, supported by Waldbauer to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 15, 2013, prior to and after the Fireworks. Also permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway to maintain a clear path for emergency vehicles during the peak time that the area is congested with fireworks traffic. Motion carried by all members present.

Mrs. Bilbrey-Honsowetz stated she will submit the FAQ to Mrs. Waldbauer for posting on the PRRMA website.

- e. **Next Meeting Date**
The next PRRMA meeting is May 13, 2013 at 5:30 p.m.

V. Adjournment

Motion by Waldbauer supported by Serchak to adjourn at 7:14 p.m. Motion carried by all members present.