

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MAY 13, 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, May 13, 2013.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Val Krimmer, Fairways, Bill Serchak, Canton Township, John Visos, Fairway Pines

Members Absent: Mark Waldbauer, Pheasant View

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Mirza Rabbaig, Fairway Pines, Larry Siedell, Fairway Pines

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:34 P.M. Mrs. Bilbrey-Honsowetz stated that Fairway Pines Board Member will rotate between, John Visos, Mirza Rabbaig and Larry Siedell. Even though all three members are attending this meeting there will be only one vote for Fairway Pines.

a. **Approval of Agenda**

Motion by Krimmer, supported by Visos to approve the agenda as presented. Motion carried by all members present.

b. **Approval of Meeting Minutes:**

- i. April 22, 2013 Meeting Minutes
Motion by Serchak, supported by Krimmer to approve the April 22, 2013 minutes as presented. Motion carried by all members present.

II. Welcome Fairway Pines Representative

Mr. Visos, Mr. Rabbaig and Mr. Siedell introduced themselves to the Board.

III. Financial Activity Review

a. Current Reports

Mr. Kljun stated the financial review for the end of April 2013 including the narrative of activities and the projected cash flow updated through April was distributed via email to the Board members. Mr. Rabbaig stated there is a late payment fee charged to Fairway Pines. He stated normally he writes the checks and mails them. One of the late charges for Fairway Pines was for last year and he never received the invoice. He shared this information with Mr. Sandys. He finally received the invoice and mailed the check. The other late fee appears to be sent on time and doesn't understand why Fairway Pines was charged a late fee. Mr. Kljun stated he has a copy of the check that was sent and there was no signature on the check. That was not an acceptable check and was returned to Fairway Pines. The check was signed and sent back to PRRMA. Mr. Kljun stated all the dues come to Canton Township to Mrs. Bilbrey-Honsowetz. The

same day that Canton receives the checks an email is sent to Mr. Kljun then comes and picks up the mail. It is posted at that time. Mr. Kljun stated if the check is not posted by the date due it is late and therefore a late fee is applied.

Mr. Rabbaig inquired what criteria is the late fee based upon. Mr. Kljun stated the Reciprocal Roadway Easement specifies a specific amount, 10% annually. This fee is imposed from the first day the payment is late the late fee begins to calculate. Mr. Kljun stated when he receives the check and records the late fee stops. Mr. Rabbaig stated it is his understanding that in Michigan one cannot be charged more than 7% interest. Mr. Kljun stated that does not apply to associations. That applies to money lenders. Mr. Visos stated he requested the PRRMA lawyer review this issue, but never got an answer. Mr. Serchak stated the Canton attorney is not the PRRMA lawyer. Mr. Serchak stated he would request that Fairway Pines write up specifically what was said, that there is a usury law, and it will be evaluated by an attorney. Mr. Rabbaig stated PRRMA will have a hard time collecting from Fairway Pines residents because the collection agency Fairway Pines has employed indicated the court will throw this out. Mr. Serchak stated PRRMA is a non-profit to maintain roads and he would like to know the specific law Mr. Rabbaig is citing and if it applies. Mr. Kljun stated he can say without fear of contradiction, he has been in court collecting for one of his clients 11% interest, specified in their agreements, and has never been challenged.

Mr. Visos inquired if Fairway Pines can receive their invoice by email. Mr. Kljun stated yes, Fairway Pines can receive their invoice by email. Mr. Serchak stated we discussed mailing out invoices 6 weeks early. Mrs. Krimmer stated in her opinion she would like an email copy and a hard copy mailed to associations. A sheet was distributed for Board members to list email address to send invoices to in each association. Mrs. Bilbrey-Honsowetz stated she opens the mail and emails Mr. Kljun for him to pick up.

b. Cash Flow Analysis

Mr. Kljun stated the projected cash flow is on target. Prior to payments being made in May, it is projected that in July PRRMA will be out of money. The cost in May for projected expenses is \$14,601. Mr. Kljun is waiting for all the bills to come in for May.

c. 2012/2013 Budget

d. Dues Increase

IV. Unfinished Business

a. Contractor for 2013 Road Repair Project

Mrs. Bilbrey-Honsowetz presented Mr. Visos a copy of the scheduled roadway repairs for his records presented by Spalding DeDecker at the last meeting. Mr. Serchak stated last month PRRMA had a meeting with the representative from Spalding DeDecker. Spalding DeDecker looked at the roads and did a PASER rating. PRRMA roads are currently at an average PASER rating of 68.23, well above the goal of 57. Mr. Serchak stated PRRMA has decreased the roadway repair budget for the 2012 year. The history of PRRMA is that for a long period

of time when the roads were first built that no repairs were necessary. The budget for road repairs for 2013 is approximately \$200,000. This allows for \$10,000 for sidewalks and \$10,000 for crack sealing.

Mr. Serchak stated after the meeting with Spalding DeDecker it was decided that they would prepare the bid documents. Mr. Serchak stated the roadwork will not begin until after Liberty Fest. He would like a substantial completion date of mid August. There is a fair amount of work on Summit Boulevard this year. Mrs. Bilbrey-Honsowetz stated EBuilder will have the documents as well as the PRRMA website for the scheduled road repairs.

Mr. Serchak stated the project has been bid out every 2-3 years. In alternate years PRRMA has negotiated with the existing contractor. Mr. Serchak stated Nagle agreed to hold the prices the same as last year. Mr. Serchak stated he wanted this in writing. Mrs. Bilbrey-Honsowetz stated Nagle was extremely great to work with last year and very responsive to the community with good communication.

Motion by Krimmer, supported by Visos to award the 2013 contract to Nagle pending confirmation for unit pricing the same as 2012. Motion carried by all members present.

Mr. Rabbaig inquired if Spalding DeDecker will reduce their engineering cost if there is no bidding required. Mr. Serchak stated he will inquire if Spalding DeDecker will reduce their costs.

Mr. Visos inquired if the Mornington drainage issue will be included in this year's repairs. Mr. Serchak stated he will get a cost for both alternates for Mornington. Depending on the cost, if there is enough money PRRMA can include these alternates if not it may have to be delayed. Mrs. Krimmer stated if the road is being replaced it was discussed to have the drainage issue done at the same time. Mr. Serchak stated Mornington is still called an alternate and not in the base bid. PRRMA will need to decide once cost is known.

Mr. Visos suggested repairing the cosmetic part of the curb on top. Mr. Serchak stated the top part of the curb is not cosmetic; it takes your wheels as cars hit the edges of the road. The thickness of the curbs is 12-18 inch. Mr. Serchak stated partial depth concrete repairs are very labor intensive. Structurally it is not done in the industry. There is not much curb and gutter in this project.

Mrs. Bilbrey-Honsowetz stated the sidewalk survey needs to be emailed to her for inclusion in the project. Mr. Visos stated he did his sidewalk survey and there are only 4 flags needing repair in Fairway Pines. Mrs. Krimmer inquired on the procedure on the sidewalk survey. Mr. Serchak stated when the contractor is ready to replace sidewalks; Spalding DeDecker will go out and mark the slabs for replacement.

b. Landscaping

Mr. Kljun distributed the list of landscape contractors who will bid on this project and the scope of work required. The documents prepared by Leigh

Thurston, Canton Landscape Architect, will accompany the bid requirements to each landscape contractor. This document indicates updating landscaping along Glengarry Boulevard, and all of Summit Parkway. There were 14 islands that were missed in Fairway Pines, Pheasant View and Fairways. Mr. Kljun inquired if we want to include those islands in the documents for maintenance and repair. These islands are in the roadway and are PRRMA's responsibility. Another area is near the club house at Hole 19. There is some question regarding the junipers. At this time they are pruned to an appropriate height. The golf course is recommending that those junipers be removed and replaced with a lower plant. Mrs. Bilbrey-Honsowetz stated if all the landscaping is in the scope of work PRRMA will then have to prioritize the work that are a safety concern first. Esthetics will be completed when funds are available.

Mr. Kljun stated fundamentally there are two areas where safety is a concern; the golf course crossing and Glengarry and Canton Center turn around. The other areas require proper trimming and removal. Mr. Visos stated Fairway Pines has cut the trees on their first three islands for visibility. Mr. Visos stated this was before they knew it was PRRMA's responsibility and the need to request permission to trim from PRRMA.

Mrs. Bilbrey-Honsowetz stated communication on the PRRMA website will provide communication on where work will be done. She stated sight lines and safety will be the priority. Mr. Serchak suggested the bid this year could be for safety sight lines only. Mr. Siedell inquired where are the areas of immediate concern. Mr. Serchak stated one is the turnaround on Glengarry and Summit Parkway golf cart crossing. Mr. Serchak stated we could get cost for Glengarry and one for Summit Parkway. We could also get a cost on the eyebrows and cul-de-sacs.

Mr. Visos stated Fairway Pines has already contracted to do 12 of the islands with 1/2 of the cost as a deposit. He inquired if PRRMA wants Fairway Pines to have the contractor finish. Mr. Visos stated Fairway Pines islands have a lot more evergreens than other subdivisions. Mr. Serchak stated PRRMA can place them on the bid list. Mr. Visos stated the contractor would charge as a new bid list. Mr. Siedell inquired if the plans are similar. Mr. Visos stated yes, but there are other issues included. Mr. Kljun stated had PRRMA been thinning out and trimming the trees all along this would not have gotten out of hand. There are trees actually pushing the lighting systems over.

Mr. Kljun stated there are four potential contractors: Oakley Lawn Service, Inc., Rolands Landscape, R&M Landscaping Inc., and Vaquera & Biggert Construction Services LLC. The contractors will get maps and copies of all plans from Ms. Thurston.

Mr. Visos inquired about the area between Canton Center and the sidewalk. Mr. Serchak stated it is the road right-of-way and is the owner's responsibility. Mr. Visos stated the grass in that area is pretty bad and needs to be reseeded. Mr. Serchak stated Canton paid for this area to be sodded; however it died due to lack of water in July and August last year.

Motion by Visos to get a separate bid on Summit Parkway golf cart crossing. Motion failed due to lack of support. Mr. Visos stated he would like to table the cul-de-sac's. Mrs. Krimmer stated she would like to address Summit and Glengarry. Mr. Visos stated two other sight concerns are Oakwood Court and Pinehurst.

Mrs. Bilbrey-Honsowetz stated we will give Mr. Kljun direction and come back for discussion. Mr. Siedell stated Glengarry and Summit Parkway need to be the first priority.

V. Other Business:

a. Next Meeting Date

The next PRRMA meeting is June 10, 2013 at 5:30 p.m.

Mr. Visos stated the Guard House window is cracked. Mr. Kljun has a quote on replacing the two windows of the Guard House is \$510.68 installed. Mr. Kljun stated tempered glass is an additional \$159.50. Mr. Kljun stated the Guard House is considered an entry monument. The Guard House is used for irrigation controls and electrical and is used for storage by Fairway Pines. Mr. Visos stated it was discussed in the past of removing the Guard House. Mr. Serchak stated he will speak to the Planner regarding the removal of the Guard House.

Mr. Visos stated he has already contracted to have the landscaping entrance in front of the Guard House completed. Mrs. Bilbrey-Honsowetz stated send the documents for the area and plantings for approval. Mr. Siedell stated this area should be included in PRRMA's proposal for landscaping the Guard House.

VI. Adjournment

Motion by Serchak supported by Visos to adjourn at 7:24 p.m. Motion carried by all members present.