

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
SEPTEMBER 16, 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 Tuesday, September 16, 2013.

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

Members Absent: Mark Waldbauer, Pheasant View

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Sandra Ray, Pheasant View

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:34 P.M.

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

- b. **Approval of Meeting Minutes:**
July 16, 2013 Meeting Minutes
Motion by Serchak, supported by Krimmer to approve the July 16, 2013 minutes as presented. Motion carried by all members present.

II. Financial Activity Review

- a. **Current Reports**
Mr. Kljun stated he emailed the Board members the financial documents for the month of August 2013, which began the new fiscal year. There were no questions for Mr. Kljun.

- b. **Cash Flow Analysis**
Mr. Kljun stated the cash flow analysis was included in the financial documents emailed to the Board members. There were no questions for Mr. Kljun regarding the cash flow analysis.

Mr. Kljun stated PRRMA is in good financial condition. Mr. Kljun stated the only reason PRRMA has the level of funding that it has is due to the delay in the road project. Mr. Kljun stated the money market account has paid some interest, .06%. He stated the road repair fund is currently at \$304,027.95 and the checking account is currently at \$6,278.66 as of today.

Mr. Kljun stated the inventory of signs is \$3,221.00. There is an authorization to replace a missing sign at Beck Road and Crowndale Boulevard. The sign blades have been received and in the hands of the vendor, Fast Signs, for replacement.

Mr. Kljun stated Fast Signs did complete the installation of the two new stop signs at Glengarry and Beck and Country Club Drive at Hole Number 4-5.

Mr. Kljun stated all HOA's have paid their dues in full.

Mr. Siedell inquired if the projections for 2014 were updated. Mr. Kljun stated no, 2014 projections have not been updated.

Mrs. Bilbrey-Honsowetz stated an update 2013-2014 budget summary was distributed and this will also be placed on the PRRMA website.

III. Unfinished Business

a. 2013 Road Repair Project

Mrs. Bilbrey-Honsowetz stated no date for commencement has been confirmed.

Mrs. Krimmer stated there was a proposed sidewalk repair on her list that was not marked by Spalding DeDecker. Mr. Serchak stated he forwarded this information to Spalding DeDecker. Mrs. Bilbrey-Honsowetz stated it might be beneficial for Board members to check and make sure all noted repairs are marked.

Mr. Serchak stated if there are marking on the roadways, Nagle is getting ready for repairs. Mrs. Bilbrey-Honsowetz stated Nagle indicated completion would be mid October or by the 31st. Mrs. Bilbrey-Honsowetz stated the communication plan was reviewed with Nagle at the pre-construction meeting. She stated Nagle did a great job last year with the communication with residents. Mrs. Bilbrey-Honsowetz stated she will email the Board members as soon as she has an update as well as placing it on the website. She stated street sweeping will be completed after the road repairs are completed.

b. Landscaping

Mr. Kljun stated a request for quotation was sent out to perform the landscaping along Glengarry and Summit Parkway. Mr. Kljun stated only one bidder returned a quotation. There were two bidders on the list, Oakley Landscape Service, Inc., and Rolands Landscape. Oakley has bid on this project. Mr. Kljun stated it was discussed and decided that PRRMA wanted an arborist to trim the shrubs. Both Oakley and Rolands do have knowledge and would do the project without subcontractors. Mr. Kljun stated if the Board would like additional bids he would need assistance from Ms. Thurston to get recommendations.

Mr. Kljun distributed a landscape update summary with Oakley Landscape bid showing the scope of work recommended by Ms. Thurston plus a couple of other additions. It does not include the trimming along Hole 5 and 6 brought to the attention by the Fairways representative. This issue would be added as a field issue.

Mrs. Bilbrey-Honsowetz stated the grand total of \$21,083.75 was the total items recommended. She stated PRRMA would move on with the safety items first,

then the discretionary items. Mr. Kljun stated the scope of work included in the bid from Oakley was Glengarry Boulevard, Cul-de-sacs, golf cart crossings and Summit Parkway are as follows:

Glengarry Boulevard		Quantity
Trimming/Pruning	\$5,540.00	1
Shrub Replacements	\$2,178.75	105
Flowers (Day Lilies)	\$ 540.00	90
Mulch	<u>\$ 480.00</u>	<u>20 yards</u>
Total	\$8,648.75	
Cul-de-sacs (18)		
Trimming/Pruning	\$1,250.00	1
Golf Cart Crossing		
Shrub Removal	\$ 966.00	1
New Shrubbery	\$ 415.00	20
Flowers (Day Lilies)	\$ 168.00	20
Mulch	<u>\$ 72.00</u>	<u>3 yards</u>
Total	\$1,621.00	
Summit Parkway		
Trimming/Pruning	\$5,025.00	1
Low Shrub Replacement	\$1,452.50	70
Medium Flowers	\$2,702.50	94
Mulch	<u>\$ 384.00</u>	<u>16 yards</u>
Total	\$9,564.00	

Mrs. Bilbrey-Honsowetz inquired if PRRMA could handle the entire \$21,083.75 for landscaping at this time. Mr. Kljun stated yes there are funds for this project. Mr. Kljun stated this landscaping covers all the work in the roadway jurisdiction. Mrs. Krimmer inquired if the landscaping at Marion and Glengarry was included. Mr. Kljun stated no that would be in addition. This is just a small branch that needs to be trimmed off a tree. Mr. Kljun stated PRRMA has worked with Oakley in the past as well as Canton.

Mr. Siedell stated he feels PRRMA should have a second bidder for competitive purposes. Mr. Siedell inquired what kind of shrubs will be replacing the current shrubs. Mr. Kljun stated 20 shrubs will replace 70 shrubs with juniper or euonymus. Mr. Siedell inquired if the current shrubs were maintained. Mrs. Bilbrey-Honsowetz stated when the development was first constructed more mature and a lot of extra material was planted to give a more mature look. Mr. Siedell stated Reliable Landscaping is another landscaper he would recommend getting a bid from. Mr. Kljun stated the new shrubs will be maintained. Mrs. Bilbrey-Honsowetz stated Mr. Kljun will get additional quotes. This item will be kept on the agenda. Mrs. Bilbrey-Honsowetz stated the golf cart crossing should be the first priority. Mr. Siedell stated Glengarry has a lot of visibility issues and should be a priority. Mrs. Krimmer stated there are low branches in Fairway Pines that need to be trim to maintain the ordinance of a 7 foot clearance. Mr. Siedell stated he will check on those. Mrs. Bilbrey-Honsowetz stated if Mr. Siedell will identify any PRRMA responsibility issues with specific locations

PRRMA will be taken care of them. Mr. Siedell inquired who's responsibility is the Highland Park area. Mr. Serchak stated this will be the common area for the Homeowners Association and the HOA's responsibility. Mr. Siedell inquired if the area between the street and the sidewalk in the common area it is the HOA responsibility. Mrs. Bilbrey-Honsowetz stated she will do some research on this area. Mr. Kljun stated the street trees in front of homes is the homeowners responsibility. If the trees are on a common area is the HOA responsibility. Mr. Kljun stated PRRMA has confined its activities from curb to curb. He stated the only landscape maintenance PRRMA has done in the past have been the boulevards, Summit Parkway and Glengarry Boulevard. Mr. Siedell stated on Fairway Pines historic budgets they have maintained the island on Glengarry Boulevard and the cul-de-sacs.

Mr. Kljun stated when the PRRMA Board was established in the late 1990's PRRMA used the management company Kramer Triad to put together packages for all landscaping maintenances. This included lawn mowing, trimming, etc. The cost for this maintenance was parceled out and each subdivision was charged accordingly. Mr. Kljun stated instead of each subdivision paying for just the roads, they would pay for the sprinkler systems, landscape maintenance, snow removal, etc. After the second year the PRRMA Board members got sufficient expertise and indicated they could do it their selves by hiring their own contractor. Each subdivision would be responsible for their own landscape maintenance, snow removal, irrigation system, etc. Mr. Siedell stated he would like to be directed to a document that illustrates this decision. Mr. Kljun stated if you look at the historic contributions you will see this pattern. Mr. Siedell stated he only has the amended by-laws to go on and he cannot find that decision. Mr. Siedell stated he wants to see when the maintenance was shifted to the individual subdivisions. Mrs. Bilbrey-Honsowetz stated the homeowners associations have paid for this all along. Mr. Siedell stated in the past Fairway Pines has paid for mulch and replacement of shrubs without authority and approval of the PRRMA Board. Mr. Siedell stated his objective is to adhere to the by-laws of the organization. Mr. Kljun stated the only reason the responsibility was transferred was that the representative from each subdivision indicated they could do it better than Kramer Triad. Mr. Kljun stated he will search the historic minutes to find this decision. Mr. Siedell stated Fairway Pines Homeowners Association is not in a favorable financial situation. He stated it has been poorly managed for several years and he will do everything he can to fix it. His objective is to be fair. Mr. Siedell stated Mr. Visos will be stepping down at the end of the year. Mr. Kljun stated there are packets of responsibility for each subdivision to assist in understanding responsibilities. Mr. Siedell stated this raises the question why PRRMA is paying for the landscaping of Glengarry Boulevard. Mr. Kljun stated as the entire package of landscaping, he would take out money based on the boundaries and allocate to each subdivision. He stated PRRMA would pay for the landscaping, but in the financial statements allocations to each subdivision and Canton would be based on the boundaries, on paper only.

Mr. Serchak stated in the Reciprocal Roadway Easement Agreement the roadway is defined at either 50 foot wide or 90 foot on Glengarry, defines the roadway as road improvements, curbs, asphalt and landscaping. The interruption is quite broad. Mrs. Krimmer stated there are amendments to the Reciprocal Roadway Easement.

Mrs. Krimmer stated once all documents are collected there should be something formalized in writing.

Mrs. Bilbrey-Honsowetz stated Mr. Kljun and Mr. Waldbauer would be good historians to gather information from and perform a reasonable search. Mr. Serchak stated PRRMA can also decide to proceed with other decisions.

IV. Other Business:

a. Fall Street Sweeping

Mrs. Bilbrey-Honsowetz stated street sweeping will be scheduled after the roadway project is completed.

Mrs. Krimmer stated at her last HOA meeting there were lots of complaints on the conditions of the street signs. She informed the HOA that no sign will be replaced unless the sign is knocked down. She stated the entrance signs into Pheasant View at Beck and Cherry Hill are really bad. Mr. Kljun stated there a 176 signs in the PRRMA jurisdiction. Mr. Kljun stated the cost per sign is approximately \$1,500 to replace. He stated there is \$15,000 in the PRRMA budget for signs at this time, which is approximately 10 signs that could be replaced. Mrs. Krimmer stated she does not have a problem replacing signs in increments. Mr. Kljun stated signage will also be allocated for each subdivision. Mrs. Krimmer stated she will do an inventory of signs in her subdivision. Mr. Kljun stated he has a drawing with numbers for each of the 176 signs. He will create a PDF file of the signs and forward to the Board members. Mrs. Krimmer stated the entrance signs should be a priority. Mr. Serchak stated at the end of the year we can evaluate how much sign budget is remaining.

Mr. Kljun stated the allocation for all items within each subdivision allows that subdivision to know how much it cost to do the job for the PRRMA responsibilities.

Mrs. Krimmer would like the Board to take the entrance sign replacement seriously. Mrs. Bilbrey-Honsowetz stated she will keep signage replacement on the agenda for the next meeting.

Sandra Ray stated the monuments was cleaned recently. She inquired if there is a way to get the monument edged in black like the house addresses. Mr. Kljun stated he will find out from the masonry contractor.

b. Next Meeting Date

The next meeting date is Tuesday, October 14, 2013 at 5:30 p.m.

VI. Adjournment

Motion by Serchak supported by Krimmer to adjourn at 6:49 p.m. Motion carried by all members present.