

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
OCTOBER 14, 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, October 14, 2013.

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

Members Absent: Fairway Pines

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:53 P.M.

a. **Approval of Agenda**

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

b. **Approval of Meeting Minutes:**

i. September 16, 2013 Meeting Minutes

Motion by Krimmer, supported by Serchak to approve the September 16, 2013 minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun distributed the Balance Sheet to all members indicating the inventory level has changed. He stated the signage inventory is decreased due to using one pole assembly for Beck and Crowndale. The current assets total \$309,307.86.

Mr. Kljun stated the financials look good through 2013.

b. Cash Flow Analysis

Mr. Kljun stated he is in the process of updating the cash flow for 2014. Mr. Kljun stated the criteria for this update is a 10% increase in dues and the level of performance of work at the same level as in 2013. Mr. Kljun stated he is also looking at projecting for major signage repair. He stated he is projecting to replace 10 signs in each subdivision per year, beginning in 2014. This will be included in the cash flow projection for 2014. The cost per sign is \$1,500. The signs in most need of replacement will be replaced first.

Mr. Serchak stated it is more costly to replace one at a time. It was discussed that over the next 5 years the entire lot of signs be replaced with the new sign model. He stated the cost maybe significantly less if PRRMA replaces in groups rather than individually. Mr. Kljun stated the purchase price will be reduced as well as

the installation price reduced. Currently the contractor charges \$390 for installation per sign.

Mrs. Krimmer inquired if the signs that have the lights in them on Glengarry are more expensive. Mr. Kljun stated those are actually less expensive. The post is the only portion that will need to be replaced.

Mrs. Bilbrey-Honsowetz stated the projection is to increase the funds for signs and decrease the funds for roads. Mr. Kljun stated he will have some cost estimates for the next meeting for 30 sign replacements. Mrs. Bilbrey-Honsowetz stated this will assist PRRMA in deciding if this is the direction its wants to go for the next couple of years. Mrs. Krimmer stated she thought that PRRMA was going to give priority to the signs at the entrances of the subdivisions. Mr. Kljun stated he will leave the sign replacement priorities to each subdivisions.

Mr. Waldbauer inquired if there was any concerns about including the signs on Summit Parkway. Mrs. Bilbrey-Honsowetz stated there are a couple of traffic control signs rather than way-finding signs. There are not many signs on Summit Parkway. Mr. Kljun stated he will make a calculation on the signs that would be impacted along Summit Parkway.

Mr. Waldbauer stated PRRMA could purchase the sign blades in advance and keep them in inventory to assist in reducing the price with ordering in quantity. Mrs. Bilbrey-Honsowetz stated PRRMA would have to make accommodations for storage of the signs blades.

III. Unfinished Business

a. 2013 Road Repair Project

Mr. Serchak stated the storm drain is completed on Mornington. Nagle did shift the pipe location to the west to keep it away from the trees. There was a water service interruption that had to be repaired. Another issue was found, which has been repaired. The last communication was that Nagle would be starting on curbs. Mrs. Krimmer stated Nagle has started working.

Mr. Serchak stated Spalding DeDecker has completed the sidewalk marking for replacement.

b. Landscaping

Mr. Kljun stated the contract was given to Oakley. Oakley is doing their preliminary surveying and the demolition is the first step. Mr. Kljun stated he has indicated to Oakley that the cart crossing on Summit Parkway is a priority. He stated the last landscaping to be completed will be the tree trimming. All landscaping will be completed prior to the first week in December.

Mrs. Krimmer inquired if Oakley will take care of the trimming on Marion and Glengarry. Mr. Kljun stated yes, that will be a field order for trimming. Mrs. Bilbrey-Honsowetz stated Oakley needs to be aware that Nagle will be in the area working also.

Mr. Waldbauer stated Pheasant View's landscaper has already cleaned, trimmed, raked and mulched. He stated Mr. Kljun would have Oakley delete Pheasant View from the contract. Mr. Waldbauer stated Pheasant View has always paid for this service.

c. Replacement of Signs

1. Inventory & Condition

Discussed in II. Financial Activity Review, b. Cash Flow Analysis

2. Prioritization for Replacement

Discussed In II. Financial Activity Review, B. Cash Flow Analysis

d. Street Sweeping

Mrs. Bilbrey-Honsowetz added this agenda item. She stated PRRMA was waiting until the end of the road repair project, however it may be too late in the year. She stated we could also just postpone until next spring. It was decided by the Board to wait until spring 2014 to have the street sweeping done.

IV. Other Business:

a. Standard of Responsibility

Mr. Kljun distributed the Standard of Responsibility agreement. Mrs. Bilbrey-Honsowetz stated at the last meeting the discussion was what is PRRMA's scope of responsibility. Mr. Kljun stated the document indicates responsibility for Landscape in the Common Areas, Landscape within right-of-way, Natural Common Areas, Street Trees, and snow removal. Mr. Kljun stated he will make a booklet for each of the responsibilities for each subdivision. Mr. Kljun stated it was discussed at the last meeting that there was documentation in the previous years on the budget and who is responsible to pay for maintenance. Mr. Kljun distributed excerpts of meeting minutes for the following: November 5, 2001 under old business, second paragraph, December 10, 2001, new business, second paragraph, and the 2002 budget showing only Canton made their contribution for common area expenses. None of the other associations made any contributions.

Mrs. Bilbrey-Honsowetz stated she will search the files for any letters of agreements for these minute excerpts. Mr. Waldbauer stated we should cut out the middle man (PRRMA) and have each association responsible for their common area maintenance.

Mrs. Bilbrey-Honsowetz stated we can clarify if there are no supporting documents for the Standard of Responsibility. PRRMA can also voice the pros and cons of PRRMA vs. HOA's on the maintenance issues. Mr. Waldbauer stated Pheasant View stated they found a landscaper who did a great job for less money for all the maintenance of pruning, trimming, watering, etc. He stated Pheasant View has a service for lawn mowing and fertilization and pesticide application is applied by a third vendor. Mr. Waldbauer stated the only time PRRMA became involved is when a tree needed to be replaced. Mr. Waldbauer stated Pheasant View understood that maintenance was the HOA's responsibility.

Mrs. Bilbrey-Honsowetz stated the HOA is responsible for routine maintenance care. The question is what if it is something out of normal control. Mr. Waldbauer stated the documents distributed by Mr. Kljun for maintenance of landscaped common areas, maintenance of landscaped areas within the right-of-way, maintenance of natural common areas, agreement for maintenance of irrigation water facilities, snow removal activities and the maintenance and/or replacement of street trees can be referred to in the case of any questions. Mrs. Bilbrey-Honsowetz stated it is clear that Pheasant View has been following the guidelines for maintenance. Mr. Waldbauer stated it falls back on the HOA's to perform maintenance responsibilities. Mr. Kljun stated Pheasant View is much more attentive to responsibility. Mrs. Krimmer inquired if when Fairway Pines began the landscape work and PRRMA made them stop, were they making changes. Mrs. Bilbrey-Honsowetz stated yes they were making changes. Fairway Pines needed to work through PRRMA for approval of any changes. Mr. Serchak inquired if PRRMA should formally delegate to the HOA's.

Mr. Kljun stated Fairway Pines did not have the appropriate landscaper and damaged the landscape. PRRMA now has permanent damage that cannot be repaired. This is why PRRMA was supposed to overview any major work. There was no scope of work for Fairway Pines.

Mrs. Bilbrey-Honsowetz stated everyone is comfortable following the guidelines as directed. She inquired if PRRMA needs to formally agree so they are reflected in the minutes. Mr. Waldbauer stated if PRRMA cannot find the signed documents we need to do a memorandum of agreement. Mr. Serchak stated he feels this needs to be kept on the agenda since Fairway Pines questioned the process and they are not present this evening. Mrs. Bilbrey-Honsowetz stated if she finds any agreements that are not signed she will forward them to the Board.

Mr. Waldbauer stated he remembers when this process was going on that PRRMA is still ultimately responsible for seeing that the work is being completed. If the work is not being completed PRRMA would contract to have the work done and bill the subdivisions.

Motion by Waldbauer, supported by Serchak to table the discussion on Standard of Responsibility. Motion carried by all members present.

Mrs. Bilbrey-Honsowetz stated PRRMA could review the documents and place a review date on the documents for history purposes. Mr. Waldbauer stated if PRRMA is going to review, PRRMA should look at the entire matrix for review. Mr. Waldbauer suggested a study session for responsibilities.

b. Next Meeting Date

The next meeting date is Tuesday, November 12, 2013 at 5:30 p.m.

VI. Adjournment

Motion by Krimmer supported by Waldbauer to adjourn at 6:56 p.m. Motion carried by all members present.