

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
DECEMBER 10, 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, December 10, 2013.

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

Members Absent: Larry Siedell, Fairway Pines

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:31 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. November 12, 2013 Meeting Minutes
Motion by Waldbauer, supported by Krimmer to approve the November 12, 2013 minutes as presented with Mr. Waldbauer's corrections.
Motion carried by all members present.

II. Financial Activity Review

a. **Current Reports**

Mr. Kljun stated all the financial statements were distributed to the Board members through November, 2013. Mr. Kljun distributed the Balance Sheet as it stands today. He stated all bills are paid. There is money owed to Nagle in the amount of \$22,553, Oakley is owed \$3,249 and Auto Owners is owed a monthly amount of \$166.

Mr. Waldbauer stated he would like money held for Nagle until the irrigation concerns have been resolved. Mr. Serchak stated Jake sent the punch list today. Mrs. Bilbrey-Honsowetz stated there are two outstanding items on the punch list and that any additional lawn restoration work will be done in the Spring of 2014. Spalding DeDecker will notify Nagle of any locations for repairs once they are determined necessary after the shift in the weather in the spring. Mr. Serchak suggested holding \$5,000.

b. **Cash Flow Analysis**

Mr. Kljun stated the HOA's are paid in full. Canton will pay in full in January. He stated the projected 2013 Cash flow is \$119,000 in reserve plus the \$22,553 that will roll over into 2014 for payment to Nagle.

Mr. Kljun stated the 2014 cash flow shows similar work for road repairs to 2013. The low point in the reserve will be October 2014 with a projected balance of \$85,000 with a 10% increase. Mr. Kljun stated he will reassess in July and offer some alternative to a 10% increase.

Mrs. Bilbrey-Honsowetz stated that every year PRRMA evaluates the cash flow. We look at the circumstances and what needs to be done to make a decision on what the percentage increase should be for that year. Mr. Waldbauer stated based on actual history PRRMA is making this determination.

Mrs. Krimmer inquired when PRRMA should bring in Spalding DeDecker again. Mr. Waldbauer stated he indicates to his Board that there are professionals analyzing in the field and not just the PRRMA Board members making blind decisions. He also stated PRRMA is working off a model with a 10 year rolling projection. Mr. Serchak stated he wouldn't mind having a drive through with Spalding DeDecker this winter after the snow and ice are off the roads. Mr. Kljun stated PRRMA has been consistent with Spring for the drive through. Mr. Serchak stated should PRRMA solicit a cost for next Spring's program when evaluating the roads. The Board is comfortable with Spalding DeDecker. He stated there were very few complaints. He stated a certain percentage will be devoted to the sign replacement project and he will inform Spalding DeDecker.

III. Unfinished Business

a. 2013 Road Repair Project

i. Close Out

Discussed and agreed to withhold \$5,000 for lawn and irrigation repairs from the 2013 Road Repairs.

b. Replacement of Signs

Mr. Serchak inquired how many signs need to be purchased in bulk. Mr. Kljun stated 20 signs give PRRMA the best per unit costs. He stated if PRRMA gave Fast Signs an order to replace 30 signs, Fast Signs would work with the manufacturer and find the optimum shipping quantities. He stated if sign blades are needed they take the longest time to receive, approximately 6-8 weeks. The cost for two sign blades is \$518 and \$44 for shipping. Mr. Kljun stated a good target number is 10 sign replacements per subdivision. He stated there are only a few signs on Summit Parkway and no sign blades are needed. Mr. Serchak stated stop and yield signs are regulatory. Mr. Kljun stated upon exiting the Summit and the golf course there are "No Left Turn" signs and none on Summit Parkway. He stated there are signs at the Club House to Hole 19 and Hole 10, one being the old style and one a post in the ground. He inquired if those should be included as part of PRRMA's responsibility to be consistent along Summit Parkway as we are along Glengarry. The Board agrees that all signs should be consistent. Mrs. Bilbrey-Honsowetz stated if it is a regulatory sign we should be compliant with regulations. Mr. Kljun stated PRRMA would be consistent with 30-inch signs. Mr. Kljun stated there is graffiti on one of the Stop Signs on Glengarry at Hole 1-2.

Mr. Serchak stated he would like the first 30 signs to be within the subdivisions. Mr. Waldbauer stated Pheasant View has the fewest signs and suggest only 5 sign replacements for Pheasant View on the first set of repairs.

Mr. Kljun inquired with Fast Signs if they have room to store the inventory and they indicated they could.

Mr. Serchak stated the subdivisions need to identify their first 10 signs for replacement. Mr. Kljun stated he will need the HOA's to send the list to him to put the package together. He stated if any sign blades need to be ordered get the names to him for ordering as quickly as possible. Mrs. Bilbrey-Honsowetz stated if the HOA's get their list to Mr. Kljun by the beginning of February by April the signs can be replaced.

Mr. Kljun stated two signs are currently needed for replacement both in Fairway Pines. The sign at Pinehurst and Highlands is just waiting for the installation to take place. The other is Hole 6-7 and Muirfield Drive where a sign fell down and just waiting on the delivery of the 30 inch stop sign and diamond shape golf cart crossing sign.

Mr. Waldbauer inquired if PRRMA is working with Fast Signs in Northville. He stated his HOA needed A-framed signs redone to announce their meetings. He requested a quote from Fast Signs in Northville and a member got a quote from Fast Signs in Dearborn at half the price, same company, different owner. Waldbauer stated he does not want to damage the relationship PRRMA has with Northville Fast Signs, but it may be worth a phone call. Mrs. Bilbrey-Honsowetz stated we can get a quote for our signs from Dearborn.

c. **Standard of Responsibility**

Mr. Bilbrey-Honsowetz stated that this is a discussion where Fairway Pines needs to be present. It was decided to table to the next meeting. Mrs. Krimmer inquired if the members should wait for more information from Mr. Kljun before the discussion. Mr. Kljun stated he will make copies of the pilot package for all members. Mrs. Bilbrey-Honsowetz stated on the policies she would like Mr. Kljun to remove the "proposed" off the pages since it is no longer proposed.

IV. **New Business**

a. **Consider PRRMA Public Listing of Repairs**

Mr. Waldbauer stated as incidents begin to come to PRRMA's attention on the irrigation and landscaping concerns a spreadsheet for listing the repairs could be a living punch list for the Board. It will include item, date of notice, address, and status (resolved or unresolved).

V. **Other Business**

a. **Next Meeting Date**

The next meeting date is Tuesday, January 14, 2014 at 5:30 p.m.

b. **Identify Future Agenda Items**

- i. Discuss Projects for 2014
Signs and Road Repair - Spring

Identification of Multi-Year Projects

Rebuild of Cherry Hill Road and Country Club Entrance and monument with traffic light

Mr. Serchak stated Canton has entered into an agreement with the schools to give Canton money to hire a designer to design Cherry Hill as three lanes. Canton Township will then enter into an agreement with Wayne County and fund a portion of that project from the school proceeds. He stated the intersections will be fixed, Cherry Hill will become three lanes from Canton Center to Beck Road and the largest impact will be to Fairways with the entrance. Mr. Serchak stated information will be forthcoming on this 2015 project.

Mrs. Bilbrey-Honsowetz stated any items for future agendas can be emailed to her.

ii. Other

Mr. Waldbauer inquired if PRRMA is up to date on lighting repairs. Mr. Kljun stated he just completed a survey on the lighting. He indicated there are some lights burned out and one that is broken. He stated he will get those light bulbs replaced and the one repaired. Mr. Kljun stated there will be a modification when a post is replaced in Fairways. The post is buried in concrete.

VI. Adjournment

Motion by Serchak supported by Krimmer to adjourn at 6:22 p.m. Motion carried by all members present.