

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JANUARY 14, 2014
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, January 14, 2014.

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

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary

I. Call to Order

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

- a. **Approval of Agenda**
Motion by Krimmer, supported by Waldbauer to approve the agenda as presented. Motion carried unanimously.

- b. **Approval of Meeting Minutes:**
 - i. December 10, 2013 Meeting Minutes
Motion by Waldbauer, supported by Serchak to approve the December 10, 2013 minutes as presented with Mr. Waldbauer's corrections. Motion carried unanimously.

II. Financial Activity Review

- a. **Current Reports**
Mr. Kljun distributed to members a balance sheet as of January 14, 2014. He stated all members should have received the financial documents for December 2013.

- b. **Cash Flow Analysis**
Mr. Kljun stated the Projected Cash Flow under operating assumptions indicate that the roadway repair scope of work projected in 2013 levels with engineering beginning in May 2014 and project completion by end of October 2014. Mr. Kljun stated there will be 30 signs replaced at \$46,530 beginning in May 2014 and complete in July 2014. This amount is already built into the cash flow. He stated the cash flow looks very positive. The projected reserve amount at the end of 2014 is projected at \$166,629 including an increase of 10%. Mrs. Krimmer stated there is some indication that there is wiggle room for less of an increase. Mr. Kljun stated he will break this projected Cash Flow down for the next meeting with no increase, a 5% increase and 10% increase. Mr. Siedell inquired if there is a projected amount with an increase of 10% for the entire organization. Mr. Kljun stated the projected amount is increased approximately \$6,300. Mrs. Bilbrey-Honsowetz stated typically Mr. Kljun brings in a projection on his laptop

for all Board members to view the impact of the increases or no increase to the organization. The projected expense for the entire roadway project will be \$289,028 for 2014. Mr. Kljun stated this amount is a lower expense than in the past. Mrs. Bilbrey-Honsowetz stated PRRMA decreased the amount of cost for roadway repair three years ago. Before that the expenses were approximately \$320,000.

Mrs. Bilbrey-Honsowetz stated PRRMA needs to keep in mind the extreme weather this year and if it could impact any hard surface. Mr. Siedel^I inquired if entryways were included in the PRRMA roadway repairs. Mr. Kljun stated the concrete portion is under the jurisdiction of Wayne County. Mr. Serchak stated Wayne County will do minimal amount of repairs. He stated if there are areas that are significantly in need of repair PRRMA should undertake those projects. Mr. Kljun stated all entries are being affected and in need of repairs.

Mr. Waldbauer stated he will bring the simulation program to the next meeting for the 10 year plan.

Mr. Serchak stated he has entered the purchase order for the Canton contribution to PRRMA.

III. Unfinished Business

a. Replacement of Sign

i. Sign replacement priority list due February

Mrs. Bilbrey-Honsowetz stated this is a reminder of the required priority list from each association to Mr. Kljun due in February for their top 10 list. This will allow Mr. Kljun to place the order and installed in the Spring. Mr. Siedel^I stated he noticed that some of the signs have lights and inquired if those are factored into the budget. Mr. Kljun stated this will not affect the cost as we expect to reuse the lights. He stated that DK Electric has one light that they have reconditioned. Mr. Siedel^I inquired if PRRMA has considered the more efficient LED lighting. Mr. Kljun stated the current lights are high energy discharge lamps. Mr. Siedel^I stated if PRRMA is talking about reconditioning lights the LED would be more cost effective. Mr. Kljun stated Graybar has all the parts.

Mrs. Krimmer stated there are two signs on the right of way at their entrance. She inquired if she should put these two signs on the list since the school will be removing them. Mr. Serchak stated they met today with the schools. He indicated to the schools that Fairways was horrified with the idea of their monument being removed. He stated the schools will design around the monument. Mr. Serchak stated when the signal is constructed it will be a dual phased light with timing during peak times. Mrs. Bilbrey-Honsowetz suggested Mrs. Krimmer give a list of 12 top signs including alternates for those two signs.

b. Standard of Responsibility

Mr. Kljun stated all members should have a newly distributed book on policy and procedures and execution plans. Mr. Kljun stated he has covered all items

that PRRMA has faced in the past. He stated this is a living document and current guidelines at this time. These items were adopted and PRRMA has been adhering to these. The term proposal was removed.

Mr. Kljun stated there are two items not included in this document: flowers and shrubbery. These are items that need to be discussed in the future.

Mr. Siedel inquired if this document reflects PRRMA's responsibilities. Mr. Kljun stated it tries to describe where the individual associations are delegated to assume certain responsibilities for PRRMA. This guideline provides consistency with appearance. Mr. Kljun stated any modifications will be included with dates approved. Mr. Siedel inquired where are the documents indicating the HOA's are delegated to provide landscaping. Mr. Waldbauer stated at a PRRMA meeting PRRMA delegated the HOA's to perform landscaping. Mr. Kljun stated he has a copy of those minutes. Mr. Siedel stated he believes those delegation minutes should be part of the policy and procedures manual to clearly define responsibilities. Mr. Siedel inquired if landscaping is outside the dues that HOA's pays on a quarterly basis. Mr. Kljun stated yes. Mr. Kljun stated irrigation is part of the association's expense. Mr. Siedel stated he would like a clear and concise document that indicates what the quarterly dues cover and what is the expense of the HOA's outside of the dues. Mrs. Bilbrey-Honsowetz stated we need verbiage for definition at the next meeting. Mr. Waldbauer stated this delegation removes the middle man. Mr. Siedel stated he would think PRRMA would get a more cost effective price if PRRMA got a quote from one contractor to cut all the subdivisions grass.

Mr. Kljun stated PRRMA's responsibility is clearly defined in the Roadway Reciprocal Agreement. Mr. Kljun stated he is working on the proposal for grass cutting, edging, trimming and blowing along with fall and spring clean up for each subdivision. He stated once the scope of work is complete it can be sent to contractors for a quote. Mrs. Krimmer inquired if the berms on Cherry Hill could be part of the scope. Mr. Kljun stated yes, it could along with natural areas.

Mr. Siedel inquired if snow plowing and salting could be included in this scope of work. Mr. Kljun stated yes, with the understanding that everyone wants to be first. PRRMA could select three contractors. Mrs. Bilbrey-Honsowetz stated the contractor could rotate subdivisions to be fair. Mr. Siedel stated cost needs to be the driving factor on every item. Mr. Kljun stated PRRMA would handle all complaints or issues. He stated he will color the subdivision maps for ease of scope for the contractors. Mrs. Bilbrey-Honsowetz stated she will need contacts for current contractors for each HOA so they may be considered in the bids. She stated extra cuts will need to be in the scope if needed or if not needed. Mr. Kljun stated he will coordinate the scope of work.

IV. Other Business

a. Next Meeting Date

The next meeting will be Monday, February 24, 2014 at 5:30 p.m.

Mrs. Krimmer inquired if the township has any equipment that picks up leaves. She could not get residents to clear leaves from drains. Mr. Serchak stated street sweeping is not intended for picking up leaves. He stated if the township comes out the HOA will be contacted to clear drains. He stated Canton takes many calls on drains that need to be cleaned.

Mr. Waldbauer stated Pheasant View has signed up with Mail Chimp for constant communication. He received an email before the storm from his snow removal contractor requesting patience during the storm. He stated the cost is \$10-\$12 per year for this service. It tracks and reports how many people open this communication, how many times they have opened it, and who has opened this site. It is good feedback and it directs people to the website. Pheasant View has a facebook page set up and individual board member email.

Mr. Kljun distributed the ~~2012~~-Audit for years 2012 and 2011. He stated the same audit company will perform the next 2013-audit.

V. **Adjournment**

Motion by Siedel supported by Waldbauer to adjourn at 6:34 p.m. Motion carried unanimously.