

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**MARCH 25, 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, March 25, 2014.

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township, Manoj Desai, Fairways, Bill Serchak, Canton Township, Omar Alomary (arrived 5:41 pm), 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 5:34 P.M.

- a. **Approval of Agenda**  
Motion by Siedell, supported by Serchak to approve the agenda as presented.  
Motion carried by all members present.
  
- b. **Approval of Meeting Minutes:**  
February 24, 2014 Meeting Minutes  
Motion by Siedell, supported by Serchak to approve the February 24, 2014 minutes as presented. Motion carried by all members present.

**II. Financial Activity Review**

- a. **Current Reports**  
Mr. Kljun stated the financials were sent to all Board members. Mr. Kljun distributed a current Balance Sheet as of today. There were no questions concerning the February 2014 Financials.
  
- b. **Cash Flow Analysis**  
The cash flow analysis for 2014 was also distributed to the Board members. There were no questions from Board members concerning this cash flow analysis. Mr. Kljun stated PRRMA is exactly where expected with nothing unusual.
  
- c. **Simulation**  
Mr. Kljun stated he is not prepared to speak on the simulation. Mr. Waldbauer was expected to speak on the simulation.
  
- d. **Percentage Allocations**  
Mrs. Bilbrey-Honsowetz stated this item will be added to the June agenda so the budget would reflect the correct amounts with the different percentage allocations.

### **III. Unfinished Business**

#### **a. Replacement of Signs**

Mr. Kljun stated PRRMA has committed for each of the signs each subdivision has identified as the target signs for this year's replacements. He stated the material has been ordered for the sign blades with Custom Home Accessories in California. There will be 39 total sign blades required. Mr. Kljun stated he received a quote from Custom Home Accessories for \$100 less per sign blade. He stated the expected delivery date is the first week of May. Mr. Kljun stated the sign blades will be delivered to Canton Township offices. Mrs. Bilbrey-Honsowetz inquired if the delivery personnel will be unloading. Mr. Kljun stated he will check and make a request for unloading. Mr. Serchak stated the sign blades can remain in the storage room and Fast Signs can be contacted to come pick up the signs within a day or two.

Mr. Siedell inquired if the sign blades should be delivered to Fast Signs directly. Mrs. Bilbrey-Honsowetz stated great idea even if it cost a little more. Mr. Kljun stated he will check on this change.

Mr. Desai inquired if this will be the total costs for the signs to be installed. Mr. Kljun stated all the signs specified are included in the pricing. He stated the only issue to be resolved since PRRMA will be replacing 7 poles that have lights is an electrician will be needed to disconnect and reconnect. The cost for the electrician cost is yet to be determined. Mr. Kljun stated the total cost minus the electrician is \$41,005 which is under target by \$5,000. He stated DK Electric is our electrician that we contract with.

Omar Alomary arrived at 5:41 pm.

Mr. Kljun stated there are two kinds of poles ordered. In Fairway Pines they will be a direct burial and the others are on a caisson.

Mr. Kljun stated he will meet the delivery truck at Fast Signs for a correct delivery inventory on the correct materials ordered. He stated the poles and other materials will be delivered directly to Fast Signs. PRRMA orders and pays for the materials and when the sign is installed, installation is then paid for.

Mr. Kljun stated two signs are yet to be replaced; Pinehurst and Highlands. The ground is frozen and when the ground thaws it will be completed. Mr. Kljun stated the only one that was included in the 10 signs for Fairway Pines was the speed limit sign. He stated the weight limit sign was installed when the subdivision was being built to control construction traffic. This sign is no longer needed. The remaining weight limit signs will be taken down as needed.

Mr. Kljun stated the other sign to be replaced is in Fairways, Inverness, "No Right Turn".

#### **b. Standard of Responsibility**

Mrs. Bilbrey-Honsowetz stated the draft policy will emailed to all members regarding responsibilities. She stated Mr. Waldbauer responded. He has a lot of historical data and she copied and distributed his email.

Mr. Siedell inquired on "Street Lighting (new) responsibility of members" are there street lighting concerns. Mrs. Bilbrey-Honsowetz stated she interpreted this as if a subdivision wanted to put up additional street lighting that is new to the association. Mrs. Bilbrey-Honsowetz stated she will add additional to this draft.

Mr. Siedell inquired if the subdivisions are up to code on residential lighting. Mr. Serchak stated there is no code for residential lighting. He stated he believes there is an ordinance to cover entrances for commercial and residential lighting. Mr. Serchak stated the current lights must remain because they are on the original site plans.

Mr. Alomary inquired about trees on streets and common areas. Mr. Siedell stated since PRRMA is the roadway only the landscaping in the common areas would be the responsibility of the HOA. Mr. Desai inquired if this policy is a point of record for the scope of responsibility. Mrs. Bilbrey-Honsowetz stated yes PRRMA can refer to this scope of responsibility and know when the action was formally taken. Some of the items have been delegated, but there may not be a formal record of this delegation. Mr. Desai stated this chart references landscaping in common areas and right of way. Mrs. Bilbrey-Honsowetz stated we can define landscaping. Mr. Kljun stated there are unimproved areas that border all of the subdivisions. There was a time when the homeowners thought that PRRMA would clear those woods. He stated there is a document that states PRRMA does not do anything in those natural areas. PRRMA does not take the fallen trees out or rake the leaves, etc. Mrs. Bilbrey-Honsowetz stated maybe an item of natural areas are to remain natural would be beneficial in this policy. Mr. Serchak stated these are natural areas and it is not needed to be clarified in this chart.

Mr. Siedell stated PRRMA is responsible for the roadways only. He stated HOA's have been delegated irrigation. Mr. Siedell inquired if there are any overall irrigation plans. Mr. Serchak stated he may have one in the office. Mrs. Bilbrey-Honsowetz stated she can ask the golf course if they have irrigation plans. Mr. Serchak stated he will look for all three subdivisions irrigation plans and will forward to the members.

Mr. Kljun stated the monuments and lighting of the monuments were considered one element was PRRMA's responsibility. He stated the landscaping in that area was never considered PRRMA's responsibility. Mr. Siedell stated the entry landscaping at the monument needs clarification in the chart that it is the responsibility of the HOA's.

Mrs. Bilbrey-Honsowetz stated she will revise this policy and it can be adopted at the next meeting. She will email the revised policy to all members for any discussion.

Mr. Desai inquired if the sidewalks are part of the roadway maintenance. Mr. Siedell stated most of them are. Mr. Desai stated he has had some complaints

on puddling on the sidewalks. Mrs. Bilbrey-Honsowetz stated after the ground thaws check back to see if it is still puddling.

c. **PRRMA Scope of Work for Proposals Update**

Mr. Kljun stated he has collected information and plans on writing the specifications and a drawing showing the defined areas for each of the members to review.

Mr. Kljun stated the contractor Geronimo stated there is a blight on pine trees along Summit Boulevard and Glengarry. He stated PRRMA might want to contact Ms. Thurston to see if this is the case. Mr. Serchak stated he will check with Ms. Thurston.

Mr. Serchak stated PRRMA has deferred a large construction project this year. This year we are focusing on sign replacements. The next few years all the signs will be replaced. He stated he feels PRRMA should survey the roads within the next month and get a cost from the engineers for repairs. PRRMA could limit the repairs to \$50,000-\$70,000. Mr. Serchak stated he proposes that PRRMA retain Spalding DeDecker, who has been PRRMA's engineer, for the past several years. He stated next year PRRMA could gear up for a larger project if it is warranted. Mrs. Bilbrey-Honsowetz stated PRRMA did discuss having Spalding DeDecker come in when the weather changes and evaluate and give PRRMA a scope for repairs. She stated she will put on the agenda for the next meeting. Mr. Serchak stated it was discussed that PASER ratings would be done every other year. Mrs. Bilbrey-Honsowetz stated PRRMA also discussed considering alternates this year from last year.

Mr. Kljun inquired if this will include pothole repairs. Mr. Serchak stated yes it would be part of the project. Mr. Kljun stated there are several potholes to be considered. Mr. Kljun inquired if cold patch could be applied now to prevent vehicle damage. Mr. Siedell stated the County has cold patched the entries twice and are needed again. Mr. Kljun stated PRRMA has paid Canton for patching pot holes. Mrs. Bilbrey-Honsowetz stated members can email pothole locations to Mr. Serchak. Mr. Siedell stated we could become the squeaky wheel to Wayne County.

Mr. Desai stated Mornington Road is puddling. Mr. Serchak stated a survey of roads will be completed on last year's work. Mrs. Bilbrey-Honsowetz stated a punch list will be checked. She stated \$5,000 was withheld for irrigation damage, etc. She stated Mornington may be on this punch list. Mr. Serchak stated if related to last year's work, Nagle should correct.

**IV. Other Business**

a. **Next Meeting Date**

The next meeting will be Tuesday May 6, 2014 at 5:30 p.m.

Mr. Desai inquired on the update for the schools on Cherry Hill. Mr. Serchak stated the primary entrance will be a signalized intersection at Country Club Drive for the high school. He stated the other signalized intersection is farther east for the middle school. Mr. Serchak stated he is bidding now for the design

and should be retained by April. The design should be completed by July or August and ready to bid with the State of Michigan by December or January, 2015. The work will need to be done in June thru August 2015. He stated the schools are contributing matching funds and paying for the design. Everything within the Cherry Hill right of way is where the work will be done. If there are any problems the Charter School can be approached.

V. **Adjournment**

Motion by Siedell supported by Desai to adjourn at 6:30 p.m. Motion carried unanimously.