

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MAY 6, 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, May 6, 2014.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Manoj Desai (arrived 5:52 pm), Fairways, Bill Serchak, Canton Township, Omar Alomary (arrived 5:41 pm), Pheasant View

Members Absent: Larry Siedell, Fairway Pines

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Hadyn Notestine (replacing Larry Siedell), Fairway Pines

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:42 P.M.

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

- b. **Approval of Meeting Minutes:**
March 25, 2014 Meeting Minutes
Motion by Serchak, supported by Notestine to approve the March 25, 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 for the end of April 2014. Mr. Kljun distributed the Balance Sheet for May 6, 2014. There were no comments on the 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. Mr. Kljun stated it will be shown on next month's cash flow analysis who has not paid their dues.

Mr. Kljun distributed a current inventory status of signs as of May 1, 2014 as shown on the Balance sheet. This status shows all the signs planned on being installed in 2014. This status also indicates what signs have been installed since 2011.

III. Unfinished Business

- a. **Replacement of Signs Update**

Mr. Kljun distributed a total list of signs needing to be replaced for each subdivision per their request for replacement. He indicated we can begin with installation with signs that do not require a sign blade. Fast Signs has been authorized to begin replacements. No installation date has been provided.

Mr. Kljun stated he contacted the sign blade supplier and the sign blades are close to being shipped. He stated he has also contacted the electrician for those five signs requiring lights.

There are no open issues and all signage has been paid for and reflected in the Balance Sheet as well as the Cash Flow Analysis at approximately \$30,000.

Mr. Desai arrived at 5:52 p.m.

b. **Standard of Responsibility**

Mrs. Bilbrey-Honsowetz distributed a draft of the Standard of Responsibility along with Mr. Siedell's comments and questions. She stated Mr. Siedell inquired if the adoption of this policy be postponed since he was unable to attend this meeting.

It was discussed to leave Mr. Siedell's comment #5 as is in the content of the policy.

Mr. Siedell requested clarification on landscaping and maintenance in his comment #6. Mr. Serchak stated it is all landscaping. Mrs. Bilbrey-Honsowetz stated it may be a clearer definition of landscaping. Mrs. Bilbrey-Honsowetz stated maybe examples of maintenance and modification. Mr. Notestine stated that would be helpful to him.

Mr. Notestine inquired in the column "Responsibility of Members" is that the Homeowners Associations. Mrs. Bilbrey-Honsowetz stated yes.

Mrs. Bilbrey-Honsowetz stated the definition of maintenance will be defined in the second paragraph of the "Purpose". She stated any modification as it is stated in the first paragraph will need PRRMA approval.

Mrs. Bilbrey-Honsowetz stated in the policy it is clearly defines what maintenance includes and anything outside those items clearly becomes a modification and would have to come to the PRRMA Board for approval as stated in the "Purpose". She stated Landscaping Maintenance can be added to the first three items of the Scope of Responsibility: Landscaping Maintenance in Common Areas, Landscaping Maintenance in Right of Way and Landscaping Maintenance at Monument Entry Ways.

Mr. Serchak stated it should be noted in the "Purpose" that if an association wants to modify the approved site plan of the association they would need approval from the PRRMA Board.

Mrs. Bilbrey-Honsowetz stated the Policy will be a "go to" page for a quick clear understanding along with the "check table of agreement, Standard of

Responsibility". Mr. Kljun stated he believes Mr. Siedell's questions are already detailed in the "check table of agreement, Standard of Responsibility". Mr. Desai stated we need to make sure these two documents do not conflict information.

Mr. Serchak stated he would advise putting the entire Standard of Responsibility on the agenda and review. Mr. Kljun stated the Board needs to review each item individually so everyone has a clear understanding.

Mr. Desai stated he needs clarification on common areas and right of way. Mr. Serchak stated right of way is between sidewalk to sidewalk. He stated common area is natural open spaces like park or treed areas. Mr. Kljun stated an example of entry ways, PRRMA is only responsible for the physical monument and lighting.

Mrs. Bilbrey-Honsowetz stated this discussion can be placed on the next meeting's agenda. Mr. Desai inquired who is responsible for the landscaping on the Glengarry Boulevard. Mr. Serchak stated that would be landscaping in the right of way which is the responsibility of each individual subdivision.

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

Mr. Kljun stated he is still preparing specifications, which has been delayed due to the long term contract with the landscaper for Canton until the end of this year. The proposal for landscaping for all entities will be prepared for next year. Mr. Desai inquired if each homeowners association has a choice to participate with this joint agreement. Mrs. Bilbrey-Honsowetz stated this is a proposal to benefit all parties for a cost savings. If there is not enough benefit we can continue as is. Mr. Desai stated his association signed a two year contract with their landscaper. Mrs. Bilbrey-Honsowetz stated this will give us a unit cost for the scope of work and a consideration if the standard can be met. She stated she will keep this item on the agenda. Mr. Kljun stated he will need information on current landscapers for the associations so they may be included in proposal bid list. Mr. Kljun stated the scope of work is being prepared on an individual basis for each subdivision. Mr. Alomary stated the quality and response time will also be included. Mrs. Bilbrey-Honsowetz stated yes, it will not be just cost considered. She stated if the standard cannot be met, it will not be worth the change. Mr. Alomary stated we should be serious about this by Fall. Mr. Kljun stated if an association is not happy with current contractor they do not have to be included in the bid.

d. **2014 Road Repair Project**

i. **Winter Damage Road Repairs**

Mr. Serchak stated it was discussed that next year PRRMA would do a PASER rating doing this on a two year cycle. He stated PRRMA should do that next year with Spalding DeDecker. He stated PRRMA is building a reserve which could be used for a major renovation of roadways. Mr. Serchak stated he contacted Nagle and he will take a drive for the punch list next week. He stated his intent is to mark up areas that Nagle can hot patch after Liberty Fest unless he can do quickly. Mrs. Bilbrey-Honsowetz stated there are clearly some pot holes

that might need to be filled sooner than Liberty Fest. Mr. Serchak stated Nagle will complete the punch list from areas damaged last year during repairs. New items will be added on to Nagle's contract from last year. Mr. Serchak stated Nagle will complete the punch list from last year next week. Mrs. Bilbrey-Honsowetz will email the punch list to all members for their review and then send to Nagle.

Mr. Kljun stated there are pot holes in areas that have been previously patched. Is there any way to prevent this from happening. Mr. Serchak stated water infiltration gets in around the patch creating a weakness. Mr. Serchak stated he will take a look at the area of concern on Muirfield Drive off of Glengarry at the east entrance.

Mrs. Bilbrey-Honsowetz stated concerning the cost for repairs from the winter months, she suggest designating an amount not to exceed or via email, email and approve to save time. Mr. Serchak stated he has not driven all the roadways. Mrs. Bilbrey-Honsowetz stated once they have driven the roads and get a cost we can email and approve.

Mrs. Bilbrey-Honsowetz stated she would like to know when each association will be having garage sales which could be problematic for repairs. All members will get dates for garage sales scheduled.

Mr. Serchak stated the areas in the public right of way on Cherry Hill and Canton Center and Beck all the approaches are not within PRRMA's jurisdiction. He stated those are driveways within the County 's right of way. The County will not fix those driveways. Those areas are excluded from PRRMA. Those areas would fall on the responsibility of the homeowners associations, as would the approach to the Summit off Palmer is Canton's. Mr. Serchak inquired since the County will not repair, should PRRMA take the responsibility or should it fall on the HOA's. He stated he would not make any recommendation to make any repairs on Cherry Hill as they will most likely be done next year. Mr. Alomary stated the drives are a continuation of the roads. Mrs. Bilbrey-Honsowetz stated there may have to be some discussion with the Township first. She stated Mr. Serchak and Nagel could like at these areas and add as an alternate in the cost for 2014 road repairs. Mr. Serchak stated these are all concrete but Nagle could contract out. Mrs. Bilbrey-Honsowetz stated she will place driveway approaches on a future agenda for discussion.

Mr. Desai stated for the punch list for Nagle some concrete was buried under grass. Mrs. Bilbrey-Honsowetz stated get the location and Nagel can take a look at it.

Mr. Notestine stated some cold patch has been done previously in front of his home. He inquired who did this patch. Mrs. Bilbrey-Honsowetz stated Canton did the cold patch and PRRMA pays Canton for this service.

Mr. Alomary inquired who is responsible for the sidewalks. Mr. Serchak stated it depends on the location of the sidewalk. Mr. Kljun stated the Standard of Responsibility indicates the roadway manager will get information on the scope, and impact of the sidewalk issue. PRRMA will get a quote on the repair from a contractor. If the sidewalk damage is determined to be caused by the homeowner, all cost will be the responsibility of the homeowner. If it is not caused by the homeowner it is the responsibility of PRRMA.

Mr. Serchak stated this brings up a good point, if PRRMA is not going to be completing a major roadway repair this year should we do a sidewalk assessment this year and do some concrete work. This work could be done the end of summer.

Mrs. Bilbrey-Honsowetz stated typically this is done by the PRRMA representative by going out and visually inspecting the sidewalks. There is criteria that the Township uses for assessment. Mr. Serchak will e-mail this criteria to each member for their use. Mrs. Bilbrey-Honsowetz stated she will place sidewalk repair on a future agenda. The Township Ordinance is very specific on sidewalks. Sometimes new sod can also change the grade and cause ponding on the sidewalks.

Mr. Notestine inquired if the ADA ramps will also need to be replaced. Mr. Serchak stated in the past the ADA ramps have been replaced only if the sidewalk area at that corner is involved in replacement.

IV. Other Business

a. **Liberty Fest "No Parking"**

Mrs. Bilbrey-Honsowetz stated the Liberty Fest committee is requesting permission to close several intersection along Summit Parkway and Glengarry Boulevard on Saturday, June 14, 2014 prior to and after the Fireworks. The Committee is also requesting permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway. This will help maintain a clear path for emergency vehicles during the peak time that the area is congested with fireworks traffic.

Motion by Serchak, supported by Desai to approve posting "No Parking by Police Order signs on the hydrant side of Southwick Drive and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway. Motion carried unanimously.

b. **Sandalwood Court Handicap in Area Sign**

Mr. Serchak stated he had a conversation with the Police Department on a handicap sign to be place on Sandalwood Court. This request needs to be approved by PRRMA. The Township will pay the cost of this sign.

Motion by Serchak, supported by Desai to approve the handicap sign to be placed on Sandalwood Court. Motion carried unanimously.

Mr. Desai stated there are speeders in the neighborhoods. He stated there are kids in the streets and this is a bad combination. Mr. Serchak stated Public Safety can enforce if they know the areas in question. He stated PRRMA can make the request for special services for patrol. The areas mentioned were Stonebridge and Windridge, Glengarry, Mornington and Sandlewood.

Mr. Desai inquired if parking can also be enforced. He is concerned with parking on both sides of the streets. Mrs. Bilbrey-Honsowetz stated she will check and it may be a response to a complaint.

c. **Next Meeting Date**

The next meeting will be Tuesday June 3, 2014 at 6:00 p.m.

Mr. Desai stated he is concerned with the students parking in their subdivision. Mr. Serchak stated he does not believe this will happen. They will have more control over which students drive.

V. **Adjournment**

Motion by Alomary supported by Serchak to adjourn at 7:09 p.m. Motion carried unanimously.