

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
JUNE 3, 2014
6:00 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, June 3, 2014.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Manoj Desai, Fairways, Bill Serchak, Canton Township, Larry Siedell, Fairway Pines, Omar Alomary (arrived 6:02 pm), Pheasant View

Members Absent: None

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 6:01 P.M.

- a. **Approval of Agenda**
Motion by Serchak, supported by Siedell to approve the agenda as amended, moving III. Unfinished Business b. Standard of Responsibility Policy to e. Motion carried by all members present.

- b. **Approval of Meeting Minutes:**
May 6, 2014 Meeting Minutes
Motion by Serchak, supported by Siedell to approve the May 6, 2014 minutes as presented. Motion carried by all members present.

Omar Alomary arrived at 6:02 pm.

II. Financial Activity Review

- a. **Current Reports**
Mr. Kljun stated the financials are not completed as this meeting is too early in the month. He will forward when completed. Mr. Kljun distributed the Balance Sheet through the end of May, 2014. Mr. Kljun stated all money has been collected from the HOA'S. Total assets is \$337,572.39. He stated road repair money is \$293,520.55.

- b. **Cash Flow Analysis**
Will be prepared the end of June.

- c. **Percent Allocation**
On agenda but will be included during budget discussions.

III. Unfinished Business

- a. **Replacement of Signs Update**
Mr. Kljun stated the 1st of May PRRMA gave authorization to install 10 signs: 4 in Fairways, 1 in Pheasant View, 4 in Fairway Pines and 1 in Canton. He

reported all are currently installed. He stated 2 signs were installed in the wrong location and need to be corrected at no additional charge.

Mr. Kljun stated the material for the sign blades is delayed with no delivery date confirmed. He stated once the sign blades arrive the remaining 19 signs will be installed.

Mr. Kljun stated all signage has been paid in full. The installation fees of \$265 per sign has not been paid.

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

This item will be kept on the agenda for fall. There are no updates at this time.

c. **2014/2015 Road Repair Project**

Mrs. Bilbrey-Honsowetz stated Nagle was given approval for an amount not to exceed \$15,000 for additional work which was agreed upon by the Board via email.

Mr. Serchak distributed maps with mark ups for pot holes to be repaired. He stated Nagle will take two days to make repairs. Nagle will scratch and clean the hole, put in a tack coat and fill with hot mix. He stated there is no date confirmed for these repairs. There is also a failing catch basin on Fountain View Drive included in the approved amount. Mr. Serchak stated he will email the maps to all members.

Mr. Serchak stated the Cherry Hill entrances don't fall under PRRMA, they fall within the County jurisdiction. He stated these are considered driveways onto a private road. Mrs. Bilbrey-Honsowetz stated at the last meeting she stated she and Mr. Serchak would like to have a conversation with the Township on all entrances as it is likely that the County will not make the necessary repairs. Mrs. Bilbrey-Honsowetz stated at the last meeting it was discussed that PRRMA would have Nagle add the entrances as alternates in the 2014/2015 road repair expense. She stated Nagle can give PRRMA a price on filling the holes in the entrances as a temporary fix. Mr. Serchak stated he feels these entrances need to be repaired this year with a hot patch on concrete for a temporary fix.

Mr. Alomary stated none of the HOA's are equipped to handle the entrances and he feels PRRMA should take care of the entrances.

Mr. Kljun inquired if PRRMA does take the responsibility of the entrances is there any benefit to removing the concrete and replacing with asphalt. Mr. Serchak stated the County wants concrete entrances where it meets concrete roads. He stated asphalt approaches would deteriorate quickly. Mr. Serchak stated he hopes to have a conceptual design for the entrances on Cherry Hill in a month or so.

Mrs. Bilbrey-Honsowetz stated she will add driveway approaches for a future agenda item.

Mr. Desai stated his subdivision had to call the police on the construction truck drivers. They enter the subdivision and back up on Country Club and there has already been an accident. Mr. Serchak stated he will contact the schools on this issue.

d. **2014 Road Repairs**

Mr. Serchak stated PRRMA adopted the Township ordinance on sidewalk requirements. The HOA's should have their sidewalk surveys completed by June 30. Mr. Serchak stated he will have someone assess the sidewalks on Summit. He stated Spalding DeDecker will assess the quantities and administer the bid documents and inspections. Spalding DeDecker's proposal for sidewalks is \$7,200. Phase two would be a Condition Assessment update of the PASER in Fall 2014 for \$2,500.00. Phase three would be the 2015 Road Repair Program done in the Fall and Winter based on the condition assessment for \$12,500.00.

Mr. Kljun stated Spalding DeDecker meeting attendance should be included in the amount. He suggests \$1,000 for this amount.

Motion by Serchak, supported by Siedell to retain Spalding DeDecker for Phase I, II, III and additional budget for meetings at \$1,000.00 and cost as presented. Motion carried unanimously.

Mrs. Bilbrey-Honsowetz exited the meeting at 6:45 pm.

e. **Standard of Responsibility Policy (compare w/Manager Handbook)**

Mr. Serchak stated the Standard of Responsibility Policy was never formally adopted by the Board. He stated the task is to review each item and assure that all members agree.

Mr. Serchak stated the policy should include roadway and sidewalk for PRRMA's responsibility. The street lighting is the responsibility of members for anything new added beyond the original site plan.

Mr. Siedell stated the policy needs to clarify the driveways as the homeowners responsibility. Mr. Serchak stated it has been identified what has been delegated and all members agree and understand all items delegated. Mr. Serchak stated Mr. Kljun will blend the two documents. Mr. Siedell stated he is still confused with maintenance and modification. It is stated under the purpose of the policy for approval prior to making modifications which was added at the last meeting. Mr. Kljun stated in the covenants and restrictions PRRMA wants the consistency of appearance. There was discussion on color of flowers being the discretion of the HOA. Mr. Serchak stated there could be conditions added to landscaping. Mr. Kljun stated the general criteria is already included in the document. Mr. Alomary stated he did not want the policy to be too restrictive.

IV. **Other Business**

a. **Next Meeting Date**

The next meeting will be Tuesday July 15, 2014 at 6:00 p.m.

b. Other

Mr. Kljun stated he received an email on repainting the monument on Summit Parkway. The original manufacturer is out of business. There are two other signs in Fairway Pines that are metal and very similar. It was discussed to have the signs cleaned and painted.

Mr. Desai stated there is discoloration of the stone monument in Fairways. Mr. Kljun stated the discoloration is the result of the irrigation well water. He stated since the irrigation was delegated to the HOA's and they liked saving money with the well water they did not want to pay for the cleaning of the monument.

Mr. Serchak stated we can add monuments to the next agenda.

V. Adjournment

Motion by Siedell supported by Serchak to adjourn at 7:29 p.m. Motion carried by all members present.