

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
July 15, 2014
6:00 p.m.

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, July 15, 2014.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Bill Serchak, Canton Township, Omar Alomary, Pheasant View, Hayden Notestein, Fairway Pines, Manoj Desai (arrived at 6:26 p.m.), Fairways

Members Absent: Larry Siedell, Fairway Pines

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Mark Waldbauer, Pheasant View

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 6:05 p.m.

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

- b. **Approval of Meeting Minutes**
June 3, 2014 Meeting Minutes
Motion by Serchak, supported by Notestein to approve the June 3, 2014 minutes as presented. Motion carried by all members present.

II. Financial Activity Review

- a. **Current Reports**
Mr. Kljun distributed the Balance Sheet as of today to all members. He stated there is \$294,053.46 in the reserve account currently. The operating account is \$5,071.75 currently. The inventory of signs is \$15,004.17. There were no questions or comments concerning the June 2014 Financial statement. Mr. Kljun stated he will forward financial documents to Mr. Notestein in the future.

- b. **Cash Flow Analysis**
The cash flow analysis will be held until item IV. Other Business a. 2014/2015 Budget and Percent Allocation discussion.

III. Unfinished Business

- a. **Sign Replacement Update**

Mr. Kljun stated Phase I and Phase II of the sign replacements has been completed. The remaining 5 signs are electric with lighting and those signs will be installed on Thursday. The electrician will recondition the lighting fixtures. When the posts are in place the electrician will complete the installation and mount the lights. Mr. Kljun stated four of the posts will have sign blades attached. There will be three blades on each sign. Mr. Kljun stated 25 signs have been installed and the 5 remaining, totaling 30 signs replaced this year. This will complete the 2014 sign replacement program. He stated there will be a new sign installed at the golf cart crossing on Summit Parkway. Mr. Kljun stated there are an additional 100 plus traffic control signs for future replacement in all subdivisions.

b. **2014 Road Repair Project Update**

Mr. Serchak stated the patching designated on the drawings he distributed at the last meeting has been completed. He stated he feels this is good patching and should hold up for another year. The patching has been completed on the Cherry Hill entrances. Mr. Serchak stated he authorized for payment of the retainer from the 2013 Roadway Budget. The additional patching invoice of \$14,000 that was authorized and PRRMA should be received soon. He stated the sprinkler issues have been taken care of and there are no outstanding issues that are known.

c. **Driveway Approaches**

Mrs. Bilbrey-Honsowetz stated there are 7 driveway approaches that are in the County jurisdiction. She stated Nagle was authorized to do minimal patching on those driveway approaches. Mr. Serchak stated the two worst entrances that were patched this Spring are on County Club and Highland and will be replaced with the school project next year. He stated there are two on Canton Center, Palmer and Glengarry in Fairways and two on Beck Road that were discussed with Canton Township Administration and can participate on behalf of PRRMA for those repairs.

Motion by Serchak, pending confirmation from the Township attorney, supported by Alomary that PRRMA accept responsibility from this point forward for repair and maintenance of the 7 entrances with Township approval and update the matrix of responsibility with the next road repair project season as needed.
Motion carried by all members present.

Mr. Waldbauer inquired if this would involve a liability to PRRMA. Mr. Serchak stated the County will not fix any issues with driveway approaches. Mrs. Bilbrey-Honsowetz stated this responsibility is occurring in other subdivisions when they implement a SAD to repair their roadways and they are repairing entrances as well.

Mr. Serchak stated the entrances off Canton Center at Summit Parkway and Glengarry are concrete, the two entrances at Cherry Hill are concrete and the three

entrances off Beck Road are asphalt. Mr. Serchak will inquire about Cherry Hill entrances as asphalt.

Mr. Desai arrived at 6:26 p.m.

d. **2014 Sidewalk Repair Approval**

All members with the exception of Mr. Alomary have submitted their sidewalk repair forms. Mr. Serchak stated he informed Spalding DeDecker that PRRMA approved them to do the PRRMA sidewalk repairs, as well as the road assessment this Fall. Once all forms have been received Mr. Serchak stated he will have Spalding DeDecker go out and take a look and mark all repairs needed on sidewalks. Mr. Serchak stated Spalding DeDecker will bid out this project. He stated all ADA requirements will be done next year with curbs and road project. Mr. Serchak stated he will inform the roadway managers of the color coding that Spalding DeDecker will use on the sidewalks in the event there are any resident questions.

Mr. Notestein inquired if the contractor will do any grinding on the cement flags to remove trip hazards. Mr. Serchak stated grinding is usually not cost effective unless there are a lot of trip hazards to grind. He stated he will check with Spalding DeDecker to see if there are some locations that could be ground down.

Mr. Serchak stated homeowners can contract with contractor for additional work on their property.

Mr. Notestein inquired if the driveway apron between the sidewalk and street is the homeowners responsibility. Mr. Serchak stated yes, it is the homeowners responsibility.

IV. Other Business

a. **2014/2015 Budget and Percent Allocation**

Mrs. Bilbrey-Honsowetz stated she would like to know any goals that members have in regards to the budget.

1. Include drive approaches for entrances which has become PRRMA's responsibility.
2. More significant road repair project next year
3. Sign replacement project may be accelerated
4. Spring patching budget for off years when there is no major road project
5. 0 percent increase of dues
6. Maintain PASER rating of 57

Mr. Kljun presented a presentation for the roadway budget. The presentation showed no change in the budget for the upcoming year as in the 2013/2014 budget. This allows PRRMA to accomplish one of the previous goals of a 0 percent increase in dues. Mr. Kljun stated with all expenses paid as projected he expects to close out the projected reserve amount in the 2014 budget at \$343,854 with the 0 percent increase in dues.

Mr. Kljun stated in the projected cash flow for 2015 with a 0 percent increase in dues with a projected roadway repair of \$200,000 and a similar plan for signage as well as engineering, sidewalks, he projects the year in for 2015 would be a projected reserve amount of \$431,481. This would mean PRRMA is not spending all money it is taking in which allows reserve to grow.

Mr. Kljun added additional capital projects in the presentation to demonstrate how it would affect the budget.

Mr. Waldbauer stated he feels the PRRMA Board has taken the right approach in past years in regards to the reserve as the investments have failed to yield any great return. He stated the smartest thing PRRMA has done is use the reserve to bring the roads up to the quality they are currently at the PASER rating of 57. Mr. Serchak stated the first 8-10 years there were no road repairs done on the roads. After 10 years the PRRMA Board began conducting major maintenance to the roadways using the reserve fund. The last 6-8 years PRRMA has had major road repairs done until this year.

Mr. Kljun stated Spalding DeDecker indicated with their study that PRRMA should spend \$320,000 every year to maintain the roads at a PASER rating of 57. He stated the roads have not decayed as quickly as Spalding DeDecker had thought. Mr. Serchak stated he would like the model renewed every two years.

Mr. Kljun plugged different numbers into his presentation to reach the projected goals set by the Board. This is a simulation to get a picture of the reserve amount minus these projected goals.

Mr. Alomary stated the PRRMA Board should set standards and not just spend money because it is in the reserve. He stated if the projected reserve amount is \$432,481 should PRRMA consider a reduction in dues. Mrs. Bilbrey-Honsowetz stated we can set the budget with certain projected items in mind and the budget could be adjusted midyear. Mr. Desai stated if the subdivision can meet the required dues currently, he sees no reason to reduce the dues. He would like the signage to be done more quickly. Mr. Serchak stated PRRMA used and developed models for the roads. PRRMA has used the predicted dollar amount for 6-7 years on major road repairs. He stated now PRRMA is on the path of every other year for major repairs with a new model. He stated he is in favor of a set amount for the reserve. Mr. Serchak stated PRRMA will get a better cost if the job is bid for over \$300,000. Mr. Alomary stated he is in favor of leaving the budget as is and review next year. He stated he is not in favor of a large reserve.

Mr. Kljun stated the Board needs to consider landscape maintenance for the future. PRRMA spent \$25,000 this year on landscape maintenance. He stated another future project is the sign painting which will be completed this Saturday. He stated all signs need to be painted. Mr. Kljun stated projected road aprons and the monument at the guard house needs to be painted and repaired needs to be considered in future budgets

Mrs. Bilbrey-Honsowetz stated does PRRMA want to do a multiyear budget and assign capital projects. Mr. Serchak stated why don't members brainstorm a five year budget for capital project at the next meeting.

Motion by Alomary, supported by Desai to accept the budget as presented with the following included:

- 0 percent increase in dues
- Further budget discussion when PASER is completed
- Additional signage
- Guard House repairs

pending a multiyear budget process. Motion carried by all members present.

Mr. Desai stated there are trees blocking signs. Mrs. Bilbrey-Honsowetz stated the trees cannot be removed without PRRMA approval. Mr. Kljun stated when the signage is completed there may be trees that need to be trimmed or replaced. He stated this might be a projected cost for future budget. Mr. Desai stated we might add tree trimming to signage budget.

b. **Monuments**

Mr. Kljun stated this is covered under the sign painting at Summit Parkway, Fairway Pines Canton Center and Cherry Hill. Mrs. Bilbrey-Honsowetz stated she will leave on the agenda for budget purposes.

c. **Next Meeting Date**

Tuesday August 19, 2014 at 6:00 p.m. This meeting was cancelled due to a conflict with Mrs. Bilbrey-Honsowetz schedule. The next meeting date is Tuesday, September 16, 2014 at 6:00 p.m.

Mr. Notestein stated he needs help with the ponds in his subdivision. He stated that there is algae and the pump does not work. Mr. Serchak stated ponds are the responsibility of the HOA. He stated he would be happy to meet with the HOA and speak on pond maintenance. Mr. Notestein stated he will call Mr. Serchak and set up a meeting.

Mr. Desai inquired who is responsible for the storm drains. Mr. Serchak stated it depends on where the drain is. The master deed indicates who is responsible depending on the location. He stated if the drain is between sidewalk and sidewalk it is PRRMA. Mr. Desai stated he will send Mr. Serchak the address of the drain in question.

Mr. Waldbauer stated it has been his hope that PRRMA can be changed to a calendar fiscal year. Mr. Kljun stated he will check with the auditor. He stated now would be a good time to convert.

V. **Adjournment**

Motion by Alomary, supported by Serchak to adjourn at 7:40 p.m. Motion carried by all members present.