

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**December 8, 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 Monday, December 8, 2014

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Bill Serchak, Canton Township, Hayden Notestein (arrived 6:04), Fairway Pines, Gail Lafayette, Fairways

**Members Absent:** Larry Siedell, Fairway Pines, Manoj Desai, Fairways

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

**I. Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 6:00 pm.

- a. Approval of Agenda  
Motion by Alomary, supported by Serchak to approve the agenda as presented.  
Motion carried by all members present.
- b. Approval of Minutes
  1. October 21, 2014  
Motion by Serchak, supported by Alomary to approve the October 21, 2014 minutes as presented. Motion carried by all members present.

**II. Financial Activity Review**

**a. Current Reports**

Mr. Kljun distributed financial documents to all members. He stated that at the close of the calendar year PRRMA looks to be in outstanding financial shape. Mr. Kljun stated he is projecting that at year end there will be approximately \$355,000 in reserve. He stated there are no issues at this time. All of the maintenance issues have been completed as scheduled.

Hayden Notestein arrived at 6:04 pm.

Mr. Kljun stated all signage and lighting issues are complete. He stated the only pending item for 2015 is the painting of the guard house and cleaning of the roof in Fairway Pines due to inclement weather it could not be completed in 2014. The completion is scheduled for April 2015. The balance in accounts payable for these repairs is \$535.00.

Mr. Kljun distributed the 2015 proposed Budget. He stated there is no change in contributions for 2015. Mr. Kljun stated the total assessment for each member is as follows: Canton \$96,170 (one Payment in January), Fairway Pines \$106,489, Fairways \$91,175 and Pheasant View \$59,254 divided into 4 equal payments. Payments scheduled for February, May, August and November for the four subdivisions.

**b. Cash Flow Analysis**

There were no questions regarding cash flow analysis.

**III. Unfinished Business**

**a. Fiscal Year**

**i. Identify Reporting Year**

Mr. Kljun stated the proposed 2015 Budget is for January through December. The only issue would be looking at comparison differently.

**ii. Calendar Year Budget**

Mr. Kljun stated there are no issues financially. Only difference will be comparison year to year. Auditor is preparing documents to shift fiscal year on January 1, 2015. There will be a tax statements prepared for the end of July 2014 and one for December 2014.

**b. Sign Replacement Update**

Mr. Kljun stated there were 34 signs installed in 2014 for a total of \$48,774. This included 10 lighted signs along Glengarry Boulevard. He stated to date 64 signs have been replaced totaling \$90,053, average cost of \$1,407 per sign. Mr. Kljun stated in the capital plan for next year approximately \$41,000 is projected for 2015 for sign replacement. He stated the plan is to replace the remaining 7 lighted signs along Glengarry.

The current sign installer is a new owner. He purchased the company last year from Mail Boxes by Bob. In 2015 PRRMA will go out for bids on signs, hardware and installation needed.

Mr. Alomary inquired about the discussion from the last meeting on durability and quality of the signs. Mr. Kljun stated the base is manufactured in one single piece. There has been a modification of the installation of sign blades. This modification is when two sign blades come together a through bolt will be installed at each location. If there is a third sign blade it will be installed in the conventional way. This is the standard installation for these kind of signs.

**c. 2014 Road Repair Project**

Mr. Serchak stated there were no 2014 Road Repairs or sidewalk repairs.

**d. 2014 Sidewalk Repair Project**



Mr. Notestein inquired on the matrix of responsibility. Mr. Serchak stated the matrix of responsibility has been completed and approved by the PRRMA Board. Mr. Kljun stated he will send a copy of the matrix of responsibility to all members.

**e. Monuments**

Mr. Notestein inquired if the over grown landscaping is part of the monument at Glengarry and Canton Center. Mr. Kljun stated the concrete monuments are specified but the landscape is not. Mrs. Bilbrey-Honsowetz will check on this issue.

**f. Files**

**i. Retention**

Mrs. Bilbrey-Honsowetz stated this was discussed with legal at Canton to draw a legal agreement. It was then discussed that because Canton participates the documents should be housed at Canton. Further discussion is needed to clarify.

**ii. Digitization**

When possible and cost. Both items will remain on the agenda.

**g. Development of Five Year Capital Project List**

**i. Expediting Sign Replacement**

**ii. Monument Rehab**

**iii. Road Replacement**

Mr. Kljun distributed a projected cash flow analysis that can be adjusted up or down to show the impact for future budgets. Mrs. Bilbrey-Honsowetz stated this is a good documents to allow PRRMA to know what items on the capital project list can be added to the current budget.

Mrs. Lafayette stated there is a pot hole on Summit Parkway just past the golf course sign going east bound. Mr. Serchak stated we are not cold patching yet. He will put on the list for cold patch when available.

**IV. Other Business**

**a. Storm Water Maintenance**

Discussed above in III. d.

**b. Next Meeting Date**

Next meeting date is January 13, 2015 at 5:45 pm.

**V. Adjournment**

Motion by Lafayette, supported by Serchak to adjourn at 7:15 pm. Motion carried unanimously.