

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**January 13, 2016**  
**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 Wednesday, January 13, 2016.

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith (arrived at 5:50 pm), Fairways

**Members Absent:** None

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

**I. Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:47 pm.

- a. **Approval of Agenda**  
Motion by Alomary, supported by Serchak to approve the agenda as submitted.  
Motion carried by all members present.
- b. **Approval of Minutes**
  1. **December 1, 2015**  
Motion by Serchak, supported by Siedell to approve the December 1, 2015 PRRMA minutes as amended with the change in II. a. First paragraph December 2015 replaces November 2015. Motion carried by all members present.

**II. Financial Activity Review**

- a. **Current Reports**  
Mr. Kljun distributed the current balance sheet for January 13, 2016. Mr. Kljun stated the closing financial documents for December 2015 were mailed to all members.
- b. **Cash Flow Analysis**  
Mr. Kljun stated the cash flow analysis has been updated with the last meetings recommendations.

Mr. Kljun distributed a financial comparison 2014 vs. 2015. The December 31, 2015 Road Repair Amount was \$391,651.39. The December 31, 2014 Road Repair Amount was \$354,593.37. The difference was an increase from 2014 to 2015 of \$37,058.02. Mr. Kljun included the Balance Sheet for December 2014 and December 2015.

Ranson Smith arrived at 5:50 pm.

### III. Unfinished Business

#### a. Street Sign Replacement

Mr. Kljun distributed a summary of all signage repairs and their locations. He stated the total cost was \$169,668.02 for replacement of 119 signs. He stated all cost have been paid for the approved signage. He stated any signage not approved will not appear on this list.

Mr. Kljun requested all members keep this list and he will update the last page for future repairs. Mr. Kljun stated he will email this list to all members.

#### i. Yield, Speed Limit Signs Locations - Actual vs. Map

Mr. Kljun stated at the last meeting members were given maps with the current locations of all yield and speed limit signs. Mr. Alomary stated the speed limit sign at the entrance of Beck and Crowndale needs to be added to the map. He stated it physically exist but is not on the map. He stated Pheasant View does not need any other signage added to the map.

Mr. Serchak stated he feels that it would be ok to leave the current yield, speed limit and no right turn signs up for now.

Mr. Kljun stated that entrances to each association needs only one identification to speed limit. He stated this would complete all speed limit signs for Pheasant View with the exception of one off Summit Parkway onto Southwick. Mr. Kljun stated in Fairway Pines there should be a speed limit sign at Glengarry and Canton Center. He stated there is also a load limit sign which he feels is not necessary and could be replaced with a speed limit sign. Mr. Kljun stated there is a speed limit (old style) at Glengarry and Beck for Fairways and should be replaced. Mr. Kljun stated once this project is completed the map will be updated accordingly. He stated he has already added the signage for Pheasant View including the sign post that had the wrong street name.

Mr. Kljun stated a yield sign may be in order for any crossover boulevard from the west bound side turning onto a street.

Mr. Kljun stated he will calculate the number of yield signs to be installed and establish a cost associated with this signage. Mr. Kljun stated there are "No Right Turn" signs already installed, however they are not necessary in additional areas. He stated all remaining wooden signs will be removed and not replaced. Mr. Smith inquired if these signs can be repurposed. Mr. Kljun stated we can repurpose those signs as needed.

Mr. Siedell stated the yields can stay because most of them are located at intersections.

Mr. Siedell stated the speed on Glengarry is still an issue. He stated last week there was a fatality with his neighbor on his bike. He stated he gets one or two complaints per month regarding the speed on Glengarry. He suggested discussion on speed bumps or stop signs at intersections. Mrs. Bilbrey-Honsowetz stated there was no wrong doing or speeding that caused this accident. Mr. Serchak stated an additional stop sign could be considered half way between the eastern most cart crossing and Canton Center. Mr. Smith stated he suggest a stop sign at Pinehurst or Highlands. Mr. Serchak stated it could be a 4-way stop at Pinehurst. Mr. Kljun stated we need to consider drivers going onto Muirfield to by-pass the stop signs going to Canton Center. Mr. Serchak stated we will have to update the agreement with Township for enforcement with the new stop signage. Mr. Alomary inquired for clarification that PRRMA is not removing any speed limit signs. He stated we are not adding speed limit signs where they do not currently exist. Mr. Siedell stated the red circled speed limit signs will not be replaced with new speed limit signs. Mr. Kljun stated yes that is correct. Mr. Siedell stated speed limit signs are peppered all through the subdivisions and there is no need for that many. Mr. Kljun stated he will make a proposal for the Board's review at the next meeting. Mr. Siedell stated he would want to go to his HOA Board with any changes, but this seems like the only logical step. Mrs. Bilbrey-Honsowetz stated each Board member can go back to their HOA for any feedback. She stated when the proposal is brought back to the board a decision can be made.

Mr. Serchak stated with these being private roads a new enforcement agreement will have to be accepted with law enforcement. Mr. Smith inquired if additional enforcement can be requested to see what is going on during the winter. Mr. Serchak stated he can inquire with the traffic enforcement officer. Mr. Siedell stated he communicates to his residents that the police department does not mind them asking for additional patrols.

- b. 2016 Concrete Project
  - i. SDA Proposal

Mr. Serchak stated PRRMA looked at the proposal from SDA last month. He stated this does not include a full assessment. He inquired if PRRMA wanted to use the assessments from two years ago. Mr. Kljun distributed a proposed summary 2015 PRRMA Sidewalk repair list as well as a 2015 completed sidewalk repair list. He stated when the list first came out SDA estimated the cost for repairs at \$85,000. He stated the Board indicated that was too much and agreed to spend \$20,000. Mr. Siedell inquired what the budget is for sidewalks in 2016. Mr. Serchak stated PRRMA budgeted \$100,000 on sidewalks and \$100,000 on curbs. Mr. Siedell stated minus the repairs completed it would leave roughly \$50,000 remaining on the proposed list. Mr. Kljun stated sidewalk engineering is projected at \$9,200, sidewalk repairs at \$100,000. He stated yes we would

be within PRRMA's target. Mr. Siedell inquired if there is \$35,000 in additional repairs since the list was proposed that is needed. Mr. Kljun stated if all of the budget is not needed for sidewalks this year, he would propose to move it into curb and gutter repair. He stated he feels that we may find more than \$100,000 in curb and gutter repairs. Mr. Siedell stated does PRRMA do the curb and gutter repairs on streets that we know will be done in 2017 and have a cut out in the asphalt or do we wait and do the curb and gutter when the asphalt repairs are done.

Mr. Serchak stated we know we have \$50,000 for sidewalks. He stated there was some resistance having SDA re-walk the entire site for an assessment. He stated SDA will have to come in and mark the sidewalks PRRMA has indicated on the proposed list from last year. He stated we can ask SDA to keep their eyes open to identify any additional sidewalks that need repair. Mr. Serchak stated PRRMA can structure the contract for additional work.

Mr. Kljun stated historically PRRMA has used contractors to complete the work without SDA. He stated it was on a smaller scale but substantial. Mr. Serchak stated he understands it might be a savings, however SDA would have an inspector watch over the contractor and measure all the depths, totally everything up upon completion and communicate with the residents. Mrs. Bilbrey-Honsowetz stated Mr. Serchak would not be able to inspect nor field any questions. Mr. Serchak stated he could not commit himself or his staff to oversee the contractor. He stated he could bid the project. Mrs. Bilbrey-Honsowetz inquired would it be reasonable for Mr. Serchak to prepare the bid documents with the work that is going on in the Township at this time. She stated she wants to be frugal but also realistic. Mr. Serchak stated he could do the sidewalk but now that he thinks about it PRRMA would also have input from SDA on the curbs and it could be difficult at this time. He stated it is an advantage to have someone available to handle any issues that arise.

Mrs. Bilbrey-Honsowetz stated there are some curb and gutters on the proposed list that were not addressed in 2015. Mr. Serchak stated PRRMA Board Members could ask their HOA membership to check for areas of displacement on the sidewalks to add to the sidewalk repair list.

Motion by Serchak, supported by Alomary to approve the proposal for Spalding DeDecker to bid for sidewalks also adding if they discover any additional sidewalks needing repair to add those to PRRMA's current list. In addition approve Spalding DeDecker to do a PASER rating for curb and gutters. The curb and gutter engineering is \$15,000, sidewalk engineering is \$9,200 for a total of \$24,200. PRRMA approve the proposal for Spalding DeDecker for \$26,300 for the scope of work identified. Motion carried unanimously.

- c. Winter Pothole Patching  
Mr. Serchak stated DPW did complete a significant amount of cold patch, however they did not do Southwick. Mrs. Bilbrey-Honsowetz stated Southwick will be a priority as soon as the weather cooperates. Mr. Serchak stated DPW can do cold patch on a monthly basis weather permitting. He stated DPW did run out of cold patch in December.
- d. Landscaping
  - i. Joint Contract  
Mr. Kljun stated the proposal that was submitted to the contractor to supply landscape maintenance to the entire subdivisions, outside of roadway work, can be removed from the proposal. Mrs. Bilbrey-Honsowetz inquired if the joint contract for landscape maintenance is considered a viable option. Mr. Alomary stated his HOA Board is not in favor of this option. He stated they do not see a benefit. Mr. Siedell stated it appears there is no cost savings. Mr. Smith stated he also feels there is no cost savings. Mrs. Bilbrey-Honsowetz stated she wishes to thank Mr. Kljun for his work on this proposal. She stated PRRMA will not be moving forward with this joint contract at this time.
  - ii. Entryways  
Mr. Siedell stated the landscaping project in 2014, no entries were addressed. He stated one of Fairways entries is acceptable, however the other is heavily overgrown. He stated his HOA received some bids for this area and he has shared these bids with PRRMA. He stated if PRRMA is addressing these entries, he does not want to spend HOA money if their maintenance will be addressed by PRRMA in the near future. Mr. Alomary inquired what is considered the entry ways. Mr. Siedell stated the guard house and the two walls are considered the entry ways. Mr. Siedell stated any landscaping modification in the right of way is the responsibility of PRRMA. Mr. Kljun stated the monuments is just the concrete work and nothing relative to the landscaping. He stated PRRMA only repairs the concrete monuments. Mr. Kljun stated the monuments in Fairway Pines is not in the right of way. He stated in Pheasant View the monuments are in the right of way. Mr. Kljun stated the right of way is 50 feet from the center of the road. Mr. Serchak stated there are easements which allow the monuments to sit on the sides of the entrance to Fairway Pines. Mr. Kljun stated PRRMA has repaired monuments in the past that have been struck by vehicles.

Mr. Alomary stated it was discussed that maintenance is delegated to the HOA. Mr. Kljun stated new, replaced and repaired items is the responsibility of PRRMA. He stated maintenance of the lawns, trimming of trees is the responsibility of the HOA. He stated if an HOA wants to upgrade an landscaping area and hire a contractor, they then bring this upgrade to PRRMA for approval. Mr. Alomary stated now his HOA wants to do the rest of the area around the monument. Mr. Serchak stated the landscaping outside the monument is governed by a site plan. He

stated any changes would have to be approved by the planning department. Mr. Siedell inquired if approval is needed to remove dead trees. Mr. Serchak stated no approval is needed to remove dead trees. He stated if those trees were replaced it would not need approval. Mr. Siedell inquired if the items removed around the guard house in Fairway Pines will be replaced. Mr. Kljun stated there has not been a bid proposed for replacement of those removed items. Mr. Kljun stated he has identified funding for the cash flow for the Beck Road/Glengarry entrance, the Crowndale and Windridge entrances, Glengarry Boulevard in its entirety and the Canton Center/ Glengarry entrance in the amount of \$25,000. He stated Fairway Pines has indicated some maintenance work that needs to be done and possibly PRRMA can piggyback with the same contractor. Mr. Siedell stated all entrances should have some consistency.

Mr. Siedell stated since he has a contractor with a current bid if we have a scope of work at the other entrances he will share with the contractor. Mr. Kljun stated he will look at what is being proposed and see what can be done for other entrances.

#### **IV. Other Business**

##### **a. Tree Trimming for Sight Lines**

Mrs. Bilbrey-Honsowetz stated she received a letter from the Senior Center that a lady is concerned with a pine tree in the median of the parking lot that causes her to move her vehicle farther into traffic than she is comfortable with. Mr. Siedell stated the pine tree at the entrance into the golf course is also overgrown. Mrs. Bilbrey-Honsowetz stated this just confirms we need to take some action on improving site lines. Mr. Kljun stated he will look at the proposal for Geronimo and inquire if they can trim trees for improvement in the sight lines. Mr. Alomary stated this is also a concern for some of the new signs installed. Mr. Siedell stated some of the new signs are installed behind trees and need to be trimmed. He stated this needs to be part of the scope of work for the landscape project. Mrs. Bilbrey-Honsowetz stated any trees on owners property that impede signage needs to also be trimmed. She stated let Mr. Kljun know of any areas that need to be trimmed.

Mr. Kljun stated there is a blight affecting the mature pine trees along Summit Parkway. He stated these trees are dying and there is no remedy for saving them. He stated not all the trees have this blight. Mr. Kljun stated all these trees are in the right of way and it could be a major issue going forward. Mrs. Bilbrey-Honsowetz stated she will keep landscaping - pine trees on the agenda.

Mrs. Bilbrey-Honsowetz stated yesterday there was an accident on Summit Parkway. She stated a tree was hit on the golf course side and when the snow melts there maybe tire ruts on the median.

##### **b. Summit Pond Infill and Roadway**

Mrs. Bilbrey-Honsowetz stated the ponds have had problems with the infill pipes that irrigate the golf course. She stated there was no identification of the problem. She stated they dropped a well and had good water then it tapered off. She stated in the event of a drought they may need to investigate the infill pipes which are under the roadway. She stated if the roadway or side of the roadway is damaged it will be restored by the Township.

Mr. Siedell stated his HOA is discussing a tree branch grinding weekend. He stated all the residents can trim trees and brush place in the front and a vehicle will come by and grind. Mr. Alomary stated Pheasant View is interested in getting the cost associated with this project. Mrs. Bilbrey-Honsowetz stated she believes the Township has one. Mr. Smith stated he will ask his HOA if they are interested.

c. **Next Meeting Date**

The next meeting date is Monday, February 22, 2016 at 5:45 pm.

**V. Adjournment**

Motion by Siedell, supported by Smith to adjourn at 7:21 pm. Motion carried unanimously.