

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
April 19, 2016
5:45 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, April 19, 2016.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary (arrived 7:14 pm), Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith, Fairways

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:49 pm.

- a. Approval of Agenda
Motion by Smith, supported by Serchak to approve the agenda as presented.
Motion carried by all members present.
- b. Approval of Minutes
 1. March 21, 2016
Motion by Serchak, supported by Smith to approve the March 21, 2016 PRRMA minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated financials were distributed via email to all members. There were no questions from the Board.

Mr. Kljun distributed the current Balance Sheet. He stated the money market is currently at \$498,821.11 and checking account is currently at \$5,784.13. He stated all bills have been paid. He stated the invoice for signage is reflected in the Balance Sheet.

Mr. Kljun stated invoices for the 2nd quarter will be mailed out the end of April and will be due the end of May.

b. Cash Flow Analysis

Mr. Kljun stated another line item will be added for replacement dead trees along Summit Parkway. He stated there are 15 trees identified as dead or dying. He stated this will be funded out of Canton's landscape maintenance fund, which Canton has paid to PRRMA. Mr. Siedell inquired when did this start. Mrs. Bilbrey-Honsowetz stated it is indicated in the current budget. Mr. Kljun stated the budget for 2016 reflects a number of line items for Canton Township. He stated Canton paid \$26,055 over and above the roadway assessment because Canton wants PRRMA to manage their landscape affairs for Summit Parkway.

He stated those items include landscape repair and replace, landscape, fertilizer, trees and mulch. Mr. Kljun stated the concept began in 1999 and Canton is paying 100% of the cost. Mr. Kljun stated the delegation to the HOA's occurred in 2000. Mr. Smith inquired what is the difference between the concept and delegation. Mr. Kljun stated when Pheasant Run Roadway Maintenance Association was formed they were responsible for providing all the landscape maintenance along Glengarry and Summit Parkway. He stated the representatives stated one year later that they could provide this maintenance themselves. He stated at that time PRRMA authorized the three subdivisions, Fairways, Fairway Pines and Pheasant View to do their own maintenance as long as they are consistent throughout the three subdivisions. He stated all three subdivision would be responsible for funding this maintenance. He stated at that time Canton left their landscape maintenance responsibility to PRRMA and provides one check for this service as well as roadway maintenance. Mr. Kljun stated each year a budget is made and approved by the Board for this landscape maintenance for Canton. Mr. Siedell inquired if there are any documents or minutes to provide this information. Mr. Kljun stated he would have to research the minutes from 2000. He stated they were not electronic and it will be time consuming. Mr. Siedell inquired if a document can be created showing contributions from each HOA and Canton. Mr. Kljun stated this information is done each year in the budget. Mr. Siedell stated it was on four different pages. He inquired if there a tool to show this information on one page. Mr. Kljun stated he will make a better clarification on the budget. Mr. Kljun stated he has never charged Canton for his services for this responsibility because he set up his contract with PRRMA at the time that everything was delegated.

Mr. Kljun stated when he did the quote for all subdivisions and Canton to have the same contractor for all landscape maintenance was the only time his management fee was included. He stated the HOA's were not interested in this concept. He stated in the future if an HOA/HOA's want to delegate a service back to PRRMA his management fee would be included. Mr. Kljun stated his contract began in 2005 and Canton's landscape maintenance was already included. Mr. Siedell inquired if Mr. Kljun is paid hourly as well. Mr. Kljun stated yes but it is nominal. Mrs. Bilbrey-Honsowetz stated that Canton provides copies in-house for meetings.

There were no questions from the Board on the cash flow.

III. Unfinished Business

a. 2016 Concrete Project

Mr. Serchak stated he has ask Spalding DeDecker for a cost on the sidewalk assessments and he has emailed the proposal. He stated he discussed this with his staff and there is no staff available to do the sidewalk assessments for PRRMA. He stated there is still the list of sidewalks needing repair from last year. He stated Spalding DeDecker's cost does not include walking the entire subdivisions for new repairs needed. He stated PRRMA can add any additional repairs found.

Mr. Serchak stated curb assessments will also be included. Mr. Siedell inquired if Spalding DeDecker will provide the scope of work and budget and will hold their cost. Mr. Serchak stated yes and their cost was approximately \$20,000. He stated Spalding DeDecker will walk the curbs for the assessments. He stated Nagle will bid as well as others he would recommend.

Mrs. Bilbrey-Honsowetz stated we can request residents to provide a list for any additional sidewalks needing repairs and location with two weeks and due by Friday, May 6th. She has requested that Mr. Serchak send Board members a copy of the sidewalk list from last year. She stated PRRMA can also request Spalding DeDecker add any that they see while marking the current list.

b. Street Sign Replacement

Mr. Kljun stated the 15 signs have been quoted for 2016. He stated the cost for material and installation is \$20,976.17, which is under budget. There are 13 signs in Fairway Pines with a cost of \$18,152.65 and remainder for two signs in Pheasant View. He stated the material is due in two weeks and installation will be completed within four weeks. He stated there are two stop signs and sign blades, the remainder is speed limit signs. He stated there are no Yield signs included. Mr. Siedell inquired if he is correct that 10 speed limit signs will be installed in Fairway Pines. Mr. Kljun stated yes that is correct. He stated some speed limit signs have been eliminated that are currently installed. Mr. Siedell inquired if there is an ordinance regarding how many speed limit signs are needed. Mr. Serchak stated no ordinance, residential roads require a 25 mph speed limit.

Mr. Smith inquired since the residential statutory speed limit is 25 mph is it necessary to have additional speed limit signs beyond the entrances. Mr. Serchak stated yes that is correct, however then residents inquire why there are not additional speed limit signs installed. Mr. Kljun stated in Mr. Smith's subdivision the HOA has requested 8 additional speed limit signs installed in the past.

Mr. Siedell inquired if "Children Playing", "Children Crossing" signs could be added. Mr. Kljun stated yes, these signs could be attached to the speed limit signs. He stated this could be done at a very nominal cost. Mr. Siedell stated he feels this should be explored at least at the entrances and key intersections. Mr. Kljun stated he will get a quote on these signs.

Mr. Siedell inquired if there is a possibility of getting the electric signs telling a driver how fast they are going. Mr. Kljun stated those are very expensive. Mrs. Bilbrey-Honsowetz stated PRRMA could ask Public Safety to bring their trailer out to key locations for a period of time. She ask for specific locations to be emailed to her for placement. Mr. Serchak stated enforcement works to slow drivers down on residential roads.

c. Landscaping - Maintenance and Improvements

i. Entryways

Mr. Kljun stated a contractor has been contacted for a recommendation proposal for all entrances. He stated the contractor knows that Pheasant View has done some upgrade work on their entry. Mr. Kljun requested photos of the current conditions of these specified entries. Mr. Siedell inquired if the scope of work is landscape and appearance. Mr. Kljun stated yes that is correct. He stated there is no electrical or lighting included. Mr. Kljun stated all the monument lighting is PRRMA's responsibility. Mr. Kljun stated all the lighting at the entries on Beck road, Country Club, two at Pheasant View and Highlands appear to be fully operational. He stated Canton Center and Glengarry has some damage to lighting fixtures. He stated he will have the lighting contractor repair and reset all the lighting at that location.

Mr. Serchak inquired if the monument and lighting is dedicated to PRRMA. Mr. Kljun stated yes. He stated historically the monuments and lighting has been funded by PRRMA.

Mr. Siedell stated we are talking about landscaping improvements around the structure of the monuments on all the entrances funded by PRRMA. Mr. Kljun stated Pheasant View did the entrances in the road right of way and the cost was approximately \$5,000. Mr. Siedell stated this is maintenance from our discussion and should be the HOA's responsibility. Mr. Kljun stated in the Standard of Responsibility, Item e. states "modifications to landscaped areas within the right of way", "if the roadway manager has delegated the maintenance responsibilities listed above". "If the HOA decides to change, alter, update or replace the existing landscape within the right of way, the following procedure will be followed: the subdivision will prepare a description of the desired change and present to the roadway manager for review and approval." Mr. Siedell stated the words change, alter, update or replace, in his opinion is modification. He stated modification needs approval if it has been delegated.

Mr. Kljun stated in the Standard of Responsibility states, "if from time to time the roadway manager may determine that the landscaped areas within the right of way may require change, alteration, modification, update or replacement the following procedure will be followed: the roadway manager will authorize and prepare a description of the desired change and be presented to the roadway manager for review and approval. Upon review of the requested alterations the roadway manager will proceed with the desired alterations. The payment for the approved alterations will be the sole responsibility of the roadway manager." Mrs. Bilbrey-Honsowetz stated only if PRRMA initiates this change. Mr. Kljun stated this Standard of Responsibility was modified and approved on April 9, 2008. Mr. Siedell inquired if this Standard of Responsibility was accessible on the PRRMA website. It was unsure if this information was on the PRRMA

website. Mr. Siedell stated he would like this information emailed to the Board members. He stated this is the tool that specifies the delegation and responsibilities going forward.

Mr. Alomary arrived at 7:14 pm.

Mrs. Bilbrey-Honsowetz inquired that Mr. Alomary refresh PRRMA's memory on the work completed by Pheasant View on the Monument. She stated PRRMA reimbursed Pheasant View for the cost of this project. Mr. Alomary stated PRRMA reimbursed Pheasant View due to the work was completed on the landscaping at both monuments. He stated the old shrubs were removed and replanted. Mr. Siedell inquired if any trees were removed. Mr. Alomary stated no trees were removed. Mr. Siedell stated it was primarily updating and maintaining. Mr. Alomary agreed with his statement. Mr. Alomary stated new soil was also included. Mr. Siedell stated PRRMA needs to take the same mentality to the other entrances. Mr. Alomary stated PRRMA should be consistent. Mr. Siedell requested the scope of work done for Pheasant View.

Mrs. Bilbrey-Honsowetz stated she will keep this item on the agenda under Maintenance and Improvements under entryways for future discussion and identification. She stated Mr. Kljun will continue to work with the contractor for a recommended proposal for each entryway. She stated Mr. Alomary will share the scope of work done at Pheasant View.

ii. Pine Trees

Mr. Kljun stated Davey Tree Service did a study confirming that there is a blight affecting the pine trees along Summit Parkway. He stated there are 15 pine trees affected with this blight and recommending removal. In addition they are recommending a fungicide and deep root feeding to save the remaining trees. He stated this will be funded by Canton. He stated there were no fees generated for the survey. Mr. Kljun stated there will be 3 applications of the fungicide at \$350 per application and one deep root feeding at \$650 for all the trees. He stated PRRMA will look at replacing those trees next year. Mr. Siedell stated if a tree is removed PRRMA should replace the tree.

Mr. Kljun distributed quotes for trees along the median of Glengarry Boulevard between Canton Center road entrance and Beck Road entrance, performing the following activities:

- Necessary tree trimming to promote vehicle sign line visibility.
- Trimming of trees to properly remove dead branches.
- Trimming of trees to provide clearance for installed street lighting systems.
- Recommended application of fungicides and fertilizers to enhance tree health.

Mr. Kljun stated in Fairway Pines there are 58 Maple trees, 110 Spruce and 42 Crab Apple trees to be pruned and trimmed. He stated in Fairways there are 22 Crab Apple, 1 Maple, 39 Plane trees and 40 Spruces to be pruned and trimmed. He stated in Canton there are 19 Plane trees, 18 Crab Apple, 24 Spruces and 1 Maple tree to be pruned and trimmed. Mr. Kljun stated this is not covered under any existing funding. Mr. Kljun is asking for the Boards approval on these needed activities. Mr. Kljun inquired if the trees on Glengarry should be deep root fertilized and sprayed with fungicide and paid for by PRRMA. Mrs. Bilbrey-Honsowetz stated the question is does the Board want to authorize PRRMA to expend the funds to do the treatments for the trees as presented by Davey Tree Service or the HOA's address these treatments independently. Mr. Siedell stated since Canton paid for their tree treatments and pruning why would PRRMA pay for the HOA's tree treatments.

Mr. Siedell stated he personal thoughts on tree fertilization is that the trees have done just fine for years, he feels they do not need root fertilization. He stated tree trimming to improve the site lines and safety along the boulevards is a top priority and PRRMA needs to continue to follow the precedence set. Mr. Kljun stated the treatments are to control disease. The total cost is \$12,530. Mr. Smith stated 60% of the cost is the fertilization and disease control. Mr. Siedell stated he does not have \$5,000 in his budget to pay for this. Mr. Kljun stated the trimming of the trees totals \$5,310. Mr. Siedell stated the trees have to be trimmed to improve the site lines. He stated if PRRMA decides this is an HOA responsibility he will get it done. He stated he was under the impression that PRRMA would be trimming the trees to improve the site lines. Mr. Serchak stated if PRRMA trimmed trees to improve site lines then it should be a PRRMA responsibility this year. Mr. Smith stated he agrees with the pruning. He stated he would like to see all the proposed work done to prolong the trees. Mr. Kljun stated these are decorative trees planted by the developers to enhance the visual perspective. He stated you can enhance the life by fertilization and disease control.

Mr. Serchak stated PRRMA could set the precedence of being consistent with the trees in the major boulevards. He stated PRRMA didn't look at trees within cul de sacs which are also in the right of way. Mr. Kljun stated the contractor did trim the trees in the cul de sacs two years ago. He stated the cul de sacs could be looked at for additional work.

Mr. Serchak stated the trees in front of residents homes are street trees and required by ordinance. He stated the trees within the boulevards and cul de sacs were installed by the developer and part of the development and roadway. He stated this is the distinction.

Motion by Serchak, supported by Siedell to approve the work by Davey Tree Service as presented in the proposals on April 9, 2016 due to the fact that these are developer installed trees in the roadway, excluding street trees. Motion carried unanimously.

Mrs. Bilbrey-Honsowetz stated cul de sac trees could be inspected at a later time and are eligible if deep root fertilization and disease control are needed. Mr. Alomary stated there could be some tree trimming needed on the cul de sacs.

Mr. Siedell stated is the Board in agreement that replacement is PRRMA's responsibility and trimming is the responsibility of the HOA. Mrs. Bilbrey-Honsowetz stated there have been replacements done that PRRMA has funded. She stated Pheasant View did some work last year that PRRMA reimbursed. Mr. Siedell stated in his interpretation it is the difference between modification and maintenance. It was the Board's consensus that this is the correct interpretation. Mr. Kljun stated this work will be a maintenance type function. Mrs. Bilbrey-Honsowetz stated she will add tree placement on the Capital list for next year.

Mr. Kljun stated this will be a fertilization program on Glengarry.

d. Lighting Upgrades

Mr. Kljun stated he will give the contractor authorization to review all the lighting at Canton Center and Glengarry entrance and make all the necessary repairs.

Mr. Kljun stated the Pheasant View Monument can be repaired by Dan's Custom Brick Work. The contractor will sand and polish the limestone, stencil and hand drill the missing letters, paint all the letters black, and apply a 10 year water repellent to the limestone for a total of \$1,725.00.

Mr. Kljun stated Fairway Pines has a monument repair of a broken piece. He stated the contractor has been authorized time and material to glue the broken piece back on the monument.

IV. Other Business

a. Pot Hole Repairs

Mrs. Bilbrey-Honsowetz stated she received an email from a resident in Fairway Pines to have pot hole repairs done on specific roads. She stated this resident also stated PRRMA needs to do more road work. She stated this resident included an asphalt proposal including seal coating. Mr. Serchak stated he has spoken with S&J regarding pot hole repairs. Mr. Serchak stated he thanks the resident for their effort. Mr. Serchak stated cold patch was done in January. He stated there are pot holes that can be addressed this Spring. Mr. Serchak stated he commissioned S&J to drive the entire site. He stated he ask S&J to apply cold patch as hot patch is very expensive this time of year. He asked S&J to send a cost quote and he will

email to all members. Mr. Serchak stated crack sealing could be done in the fall after concrete work is complete. He stated this will assist in filling in all cuts made into the asphalt during cement work. Mr. Serchak stated he will protest seal coating. He stated you do not seal coat roads like in PRRMA. He stated if you seal coat you lose the friction and makes it dangerous. PRRMA will not pursue seal coating.

Mr. Siedell stated 685 Highland needs to be added to pot hole list.

Motion by Serchak, supported by Siedell to authorize S&J to cold patch for \$5,000 or less. Motion carried unanimously.

b. Next Meeting Date

Tuesday, June 14, 2016 at 5:45 pm.

c. Request for Liberty Fest

Motion by Siedell, supported by Serchak to allow the Liberty Festival Committee to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 18, 2015 - prior to and after the Fireworks. The Committee also has permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Dr. and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway. This will help to maintain a clear path for emergency vehicles during the peak time that the areas is congested with firework traffic. Motion carried unanimously.

V. Adjournment

Motion by Siedell, supported by Smith to adjourn at 8:08 pm. Motion carried unanimously.

April 28, 2016 an email was sent to all Board members from Mr. Serchak regarding curb assessment criteria from Spalding DeDecker. Also a cost from Spalding DeDecker to complete a full assessment of all the PRRMA sidewalks. The cost for the entire assessment will be \$6,600 which includes the \$2,400 already in the agreement. This full assessment includes walking all areas of sidewalk throughout the network, determining which areas need repair, measuring specific dimension and slope measurements, prioritizing repairs, marking the repairs, and preparing the preliminary cost estimate based on the final list of repairs.

Motion by Serchak, supported by Smith to contract with Spalding DeDecker in the amount not to exceed \$6,600 to conduct a full assessment of all the sidewalks. Roll Call Vote: Yeas: Bilbrey-Honsowetz, Serchak, Smith and Alomary, Nays: None, Abstain: Gamache