

Board members received an email from Mrs. Bilbrey-Honsowetz regarding a few updates prior to the meeting of June 14, 2016. On Monday, June 13, 2016 Mrs. Bilbrey-Honsowetz stated that for some reason S & J did not provide a quote for cold patching and have not returned calls so cold patch has been turned over to Canton FPW Department for assistance. She stated that DPW did some cold patching on Monday, June 13, 2016 but will need more product to finish which should be yet this week. She also stated that Canton Police has placed the speed trailer at a couple of locations. Preliminary data from the trailers show that a very, very high percentage of drivers are driving at the posted speed limit. The trailer will continue to be placed at random times in the areas that has been identified.

On Tuesday June 14, 2016 Mr. Serchak sent Board members an email regarding concrete assessment and concrete paving. He stated that Spalding DeDecker anticipates starting this work in the next week; it includes assessment of curbs and the sidewalks (which PRRMA approved in May). He also stated regarding the concrete paving project that Spalding DeDecker is developing a list of concrete contractors who are interested in this work, and we anticipate this will be a project for later in the construction season. He stated he has also spoken with one additional contractor (Rotundo) about their interest in this work for later in the season. Mr. Serchak stated that Canton DPW personnel are completing a second day of cold--patching for PRRMA.

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
June 14, 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, June 14, 2016.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Tom Gamache, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith, 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 5:48 pm.

Mrs. Bilbrey-Honsowetz asked that Item IV. Other Business b. Next Meeting Date be moved ahead due to her early exit due to Township Board Meeting.

a. Approval of Agenda

Motion by Serchak, supported by Smith to approve the agenda as amended.
Motion carried unanimously.

b. Approval of Minutes

1. April 19, 2016 PRRMA minutes

Motion by Smith, supported by Alomary to approve the April 19, 2016 PRRMA minutes. Roll Call Vote: Yeas: Bilbrey-Honsowetz, Smith, Serchak, Alomary Nays: None Abstain: Gamache

Mr. Gamache inquired if Mr. Siedell's questions from the April 19, 2016 minutes will be answered. Mrs. Bilbrey-Honsowetz requested that Mr. Gamache itemize his question for the next meeting and forward them to her via email and address these at the next meeting. Mr. Gamache stated he will forward a list referencing each question and page number to Mrs. Bilbrey-Honsowetz. Mrs. Bilbrey-Honsowetz stated these questions will be forwarded to all Board members.

IV. Other Business

b. Next Meeting Date

The next meeting date is scheduled for Wednesday, July 13, 2016 at 5:45 pm.

Mr. Alomary stated he will be unavailable, but will have a representative present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun forwarded financials to all Board members via email. He distributed the current Balance Sheet through June 13, 2016. He stated the checking account currently has \$768.92, and the reserve fund is currently \$546,800.48. He stated the amounts are consistent with the Cash Flow Analysis.

b. Cash Flow Analysis

Mr. Kljun stated he will transfer money from the reserve fund to the operating fund to allow for invoices due. He stated he maintains as much money as possible in the reserve fund as it earns interest. Mr. Gamache inquired if the reserve fund is future road repair fund. Mr. Kljun replied yes the reserve fund is the future road repair fund.

Mr. Gamache inquired on page 2 of the April 19, 2016 PRRMA minutes Mr. Siedell asked if a document could be created showing contributions made by each HOA and Canton and subsequent expenditures in each area. He stated Mr. Kljun stated this could be done and inquired if an attempt has been made for such a document. Mr. Kljun stated he will see what he can do to provide this summary.

III. Unfinished Business

a. 2016 Concrete Project

Mr. Serchak stated he sent an email update. He stated the assessment will begin next week and should take at least one week to complete. He stated PRRMA is focusing on concrete curb and sidewalks this year. Mr. Gamache stated in the past when curb work was done they cut part of the asphalt. He inquired if this

will be filled. Mr. Serchak stated at the end of the season, this year, crack sealing will be done and this fill can be incorporated at that time.

Mr. Gamache stated crack sealing was done early on Augusta and after a light snow large snake like lines appeared. He stated his recommendation is to get the crack sealing done before cold weather. Mr. Serchak stated they will avoid cold season work.

Mr. Serchak stated when he receives the quote from Spalding DeDecker he will email to all Board members.

i. Fairway Pines Road Repair Concerns

Mr. Gamache stated he has a concern on Glengarry, east and west bound, west of Canton Center. He stated this is the oldest roads in the PRRMA district. He stated this area has deteriorated significantly. He stated pot holes have had at least two cold patch applications and the roadway around the pot holes has deteriorated. He stated Fairway Pines is sensitive to this area as it is the main entrance into the subdivision. Mr. Gamache stated Fairway Pines would ask PRRMA to focus on a mill and resurface on Glengarry. Mr. Serchak stated he agrees and it will be next year for Glengarry to be addressed. Mr. Gamache stated he feels the cold patch will not last long when we go through the freeze/thaw cycles over winter. Mr. Gamache stated he is asked by homeowners that the HOA is giving PRRMA a lot of money and not seeing repairs done as needed. Mr. Serchak stated over the past 7 or 8 years PRRMA has spent \$250,000 to \$350,000 per year on road repairs using the PASER method. Mr. Gamache stated his homeowners are concerned with how much road repair Fairway Pines gets annually.

Mr. Alomary stated there were no road repairs in Pheasant View last year. He stated his HOA was ok with this because there were roads in other subdivisions in worse shape and in need of repairs following the PASER rating. He stated the Board needs to let their HOA's know this every year. Mr. Gamache stated that is the point, how much is contributed by Fairway Pines and how much road repair is done in Fairway Pines. Mr. Serchak stated next year when PRRMA does the road repairs better communication on what is being repaired needs to be done. Mr. Gamache stated Fairway Pines will be more than happy to provide PRRMA with communication on what needs to be repaired. Mr. Serchak stated PRRMA goes by the PASER rating for the entire network on what repairs need to be done. Mrs. Bilbrey-Honsowetz stated PRRMA considers the PASER ratings and any other notification from HOA's on roads that need repairs and vote on what will actually be repaired.

Mr. Smith stated he has a homeowner that is replacing the concrete driveway at his residence and he would like to know if he can begin. Mr. Serchak stated yes he can begin replacing the concrete driveway, sidewalk

and approach at this time. Mr. Smith inquired if the homeowner will be reimbursed for the sidewalk. Mr. Serchak stated he would say no, the homeowner will not be reimbursed for the sidewalk. He inquired if the Board is in agreement. Mrs. Bilbrey-Honsowetz stated the homeowner can take it upon himself to do the work all now or wait until PRRMA is ready to do the sidewalks. She stated if he does not want to wait for PRRMA's contractor, he will bear the expense and not be reimbursed.

Mr. Alomary inquired if a homeowner replaces the sidewalk themselves and the concrete fails is it PRRMA's responsibility to repair. Mr. Serchak stated yes, PRRMA would be responsible.

b. Street Sign Replacement

Mr. Kljun stated material is on order, however has not been received yet.

c. Entryway Improvements

Mr. Kljun distributed a copy of estimates to do entryway improvements for all subdivisions. He stated Oakley Lawn Services was the only responder. He stated he has also asked Oakley to include the monuments. He stated the scope of work for the base bid is as follows:

Provide a plan to improve the landscape appearance of the subdivision entrances at the following locations:

1. Entrance to Fairway Pines at Glengarry Boulevard/Canton Center Road.
2. Entrance to Fairway Pines at Highlands Drive/Cherry Hill Road.
3. Entrance to Fairways at Country Club Lane/Cherry Hill Road.
4. Entrance to Fairways at Glengarry Boulevard/Beck Road.
5. Entrance to Pheasant View at Beck Road/Crowndale Boulevard.
6. Entrance to Pheasant View at Beck Road/Windridge Boulevard.

Proposal will cover area in the median of the roadway entrance only. The lighted engraving on the stone monuments should be visible at all times.

The plan is to include the following activities:

- Recommend removals of existing plantings.
- Recommend trimming of existing plantings.
- Recommend addition of plantings to improve the visual appearance of the entrance.
- Recommend plantings which will require minimal maintenance.
- Recommend plantings which will provide a visual appearance throughout the year.
- Identify requirement for annual maintenance.
- Estimate cost to implement landscape plan at each location.

Scope of work Additional Alternative Proposal

At the identified six (6) locations above recommend plans to upgrade areas in front and back of monuments.

Estimated cost per subdivision:

Fairway Pines (Glengarry/Canton Ctr. entrance) (Glengarry/Canton Ctr. both sides of monument) (Highland Dr./Cherry Hill island) (Highland Dr/Cherry Hill sides)	\$7,050.00 \$1,840.00
Fairways (Glengarry/Beck Rd. entrance) (Glengarry/Beck Rd. sides) (Country Club/Cherry Hill entrance) (Country Club/Cherry Hill sides)	\$7,100.00 \$1,725.00
Pheasant View (Beck Rd./Windridge entrance) (Beck Rd/Windridge sides) (Beck Rd./Crowndale entrance) (Beck Rd./Crowndale sides)	\$5,100.00 \$5,350.00

Mr. Kljun stated lighting for the monuments is extra. Mr. Smith inquired about the lighting at Glengarry and Beck Road. He stated vines are overgrown and panel is off the electrical box at that location for the lighting. Mr. Kljun stated the landscaping upgrades needs to be completed before electrical can be done. Mr. Kljun stated the estimate for the landscape repairs is included. He stated that the area in Fairways at Glengarry Blvd./Beck Road is the responsibility of Canton Township.

Mr. Kljun stated when the reevaluation of the roads was done several years ago that the section of road from Summit Parkway to Beck Road was under Canton Township's jurisdiction, including the monuments, as opposed to Fairways. He stated the percentages of contribution changed. He stated Canton Township was responsible for 16% and was increased to 22%. He stated Fairways and Pheasant View's percentage was reduced slightly. Mr. Kljun stated Canton Township owns that portion of the roadway. Mr. Gamache stated when he reviewed the plats that stretch of Glengarry was owned by Fairways. Mr. Kljun stated PRRMA owns all the roads. **(NOTE: Please see comment from Mr. Kljun at the end of meeting minutes.)** He stated Canton is responsible for the maintenance of Summit Parkway to Beck Road. Mr. Gamache stated Fairway Pines owns the roads in their subdivision. Mr. Serchak stated he will bring the plat for that specific location to the next meeting for clarification. He stated the ownership may be the individual HOA's, but maintenance assigned to PRRMA. Mr. Gamache stated he would like to review the plats as well.

Mr. Kljun stated the proposed entry upgrades totals \$21,000. He stated the Board budgeted \$35,200 to upgrade the entryways. He stated the Board needs to make a final decision to accept the entire package and bill back the work completed in each subdivision outside the scope of work.

Mr. Alomary stated Pheasant View received a quote from Plymouth Nursery to do behind the monument, both sides, at both entrances. He stated it was a lot more than Oakley's proposal. He stated he will take this proposal back to his Board for review.

Mr. Kljun stated outside the scope of work the HOA's will be billed back the following:

Fairway Pines-\$9,000 at the Glengarry entrance, billed \$4,040.

Canton-\$7,000 at the Beck Road entrance, billed \$4,850.

Fairways-\$1,200, billed \$1,100.

Pheasant View-\$10,450 both entrances, billed \$5,750.

Mr. Kljun stated upon approval, PRRMA would make payment to the contractor and invoice the HOA's for their responsible portion.

Board members will take this information back to their HOA's for approval.

Mr. Smith excused himself from the meeting at 6:26 pm.

Mrs. Bilbrey-Honsowetz stated she will keep this item on the agenda to be discussed next month for approval from the Board. Mr. Kljun stated he would suggest moving expeditiously on this proposal. He stated all the tree trimming and fertilization has been completed. He stated monument repairs are being conducted in both Fairway Pines and Fairways and should be completed by Friday.

Mr. Alomary stated PRRMA is expecting to spend approximately \$10,000, which his HOA is responsible for \$5,000. He inquired if Pheasant View decided to do their own work would PRRMA reimburse his HOA for \$5,000 of this work. Mr. Kljun stated to benefit the economy of scale the entire package would need to be contracted. He stated the contractor can begin work immediately. Mr. Serchak stated if PRRMA does not adopt the entire package, the price could increase.

PRRMA could implement an electronic motion if all agree with this proposal.

Mr. Serchak excused himself from the meeting at 6:46 pm.

Mr. Kljun stated the contractor has indicated that the weather needs to cooperate for transplanting. He stated if this proposal is executed the HOA's will be responsible for irrigating the new plantings.

i. Canton Center Landscaping

d. Lighting Upgrades

Mr. Kljun stated all lighting repairs have been completed with the exception of Fairways and Canton.

IV. Other Business

a. Pot Hole Repairs

Mrs. Bilbrey-Honsowetz stated DPW has been patching and finished their second day today. She stated DPW is following the list PRRMA provided and anything else they find that is outstanding. She stated if any Board members have any additional pot holes to add please email list to her or Mr. Serchak.

Mr. Kljun stated the Links has some concrete problems at the curb and gutter on Summit Parkway. He stated PRRMA needs to make sure this is on the list for Spalding DeDecker.

b. Next Meeting Date

Discussed during I. Call to Order.

Next meeting date is scheduled for Wednesday, July 13, 2016 at 5:45 pm.

V. Adjournment

Motion by Alomary, supported by Gamache to adjourn the meeting at 6:49 pm. Motion carried by all members present.

NOTE: Mr. Kljun called the secretary on June 15, 2016 to correct his statement in the minutes. He stated after investigation the HOA's do own the roads in their respective subdivisions.