

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

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township, Mark Waldbauer, Representative for Mr. Alomary, (arrived at 6:00 pm), Pheasant View, Tom Gamache, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith, Fairways

**Members Absent:** Omar Alomary, Pheasant View

**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 Gamache, supported by Smith to approve the agenda as presented.  
Motion carried by all members present.
- b. Approval of Minutes
  1. June 14, 2016  
Motion by Smith, supported by Gamache to approve the minutes for June 14, 2016 as presented. Motion carried by all members present.

Mrs. Bilbrey-Honsowetz stated Mr. Gamache had a question regarding the minutes in reference to his statement on crack sealing. Mr. Gamache stated he thought he stated the crack sealing was done early in November with a light snow falling. He stated after a few days the tar pulled out of the cracks. Mrs. Bilbrey-Honsowetz stated the recording was reviewed and his statements reflect the minutes as submitted.

Mr. Gamache stated on page 5 of the June 14, 2016 minutes Mr. Kljun stated that Canton had taken over the responsibility of Glengarry, west of Summit Parkway to Beck Road. He stated the percentages changed and he was curious as to why the percentage for Pheasant View changed. Mr. Gamache stated this is a question related to the June 14, 2016 minutes. Mrs. Bilbrey-Honsowetz stated she has not had a chance to get an answer to Mr. Gamache's question for this evening, however she will address it as soon as possible for the next agenda.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun stated the June 2016 financial documents were emailed to each Board member. He inquired if there are any concerns. There were no concerns from the Board members.
- b. Cash Flow Analysis  
Mr. Kljun distributed the Balance sheet as of July 13, 2016. There were no questions from Board members.

Mr. Kljun stated there are no pending invoices.

### **III. Unfinished Business**

- a. 2016 Concrete Project  
Mr. Serchak distributed the preliminary quantities and cost from Spalding DeDecker. Mr. Serchak stated the curb and gutter is estimated for a total of 5,914 LF @ \$40/LF = \$236,560. He stated 4 inch sidewalk is estimated at 8,882 SF @ \$5.50/SF = \$48,851. He stated 6 inch sidewalk at driveways is estimated at 4,048 SF @ \$6.50/SF = \$32,812.

Mr. Serchak stated he looks at this as a two year project. He stated he would like to retain a contractor for both years. He stated the budget approved by the Board is for \$200,000 for concrete and sidewalk work this year. Mrs. Bilbrey-Honsowetz inquired how much contingency would be needed. Mr. Serchak stated he would include a 10% contingency on this project. Mrs. Bilbrey-Honsowetz inquired if any ADA ramps are included in this estimate. Mr. Serchak stated ADA ramps are included but would need to meet with Spalding DeDecker to identify ADA ramps.

Mr. Waldbauer arrived at 6:00 pm.

Mr. Smith inquired how much is left from last year on the sidewalk replacements. Mr. Serchak stated PRRMA was only able to do half the repairs last year and the other half was added to this year's project. Mr. Serchak stated Spalding DeDecker are currently working on the inventory and plan documents. He stated as soon as he receives them he will forward on to Board members for their review. Mr. Gamache inquired if the Board will have any flexibility if they find areas needing replacement more than some on the Spalding DeDecker list. Mr. Serchak stated he will leave this up to Spalding DeDecker on a case by case basis. Mr. Gamache stated not necessarily add to this list but substitute for others that are needed as a priority. Mr. Serchak stated he handed out a list of the criteria that Spalding DeDecker is using for replacements. He stated with the 10% contingency it will provide PRRMA the option for adding the scope of work to be completed.

Mr. Gamache inquired if there is sprinkler damage during repairs, can that be added. Mr. Serchak stated sprinkler damage can be added to the bid. He stated sprinkler repairs can be done for approximately \$50.00 including labor. Mr. Gamache stated most homeowners have sprinkler lines running under the

sidewalks for the areas between the sidewalk and street and if damaged by the contractor they need to be repaired. Mrs. Bilbrey-Honsowetz stated in the past we have asked homeowners to check their sprinklers and let us know in a certain amount of time if any damaged has occurred. Mr. Gamache stated if a flyer could be sent to homeowners to address any damage that has occurred can be addressed. Mr. Serchak stated homeowners will be notified of upcoming work and to turn off their sprinklers. He stated homeowners will be instructed to wait a couple of weeks and turn the sprinklers on to see if any breaks are noticed and let PRRMA know. Mrs. Bilbrey-Honsowetz stated in the past PRRMA has done full communication for these issues. She stated the contractor will notify residents when work will be done in their area. She stated sprinkler damage will be part of the communication notification package. Mr. Gamache stated another issue is notifying the homeowner to not park in an area where the sidewalk will be replaced. He stated this has been an issue in the past and the HOA has had to find the owner of the vehicle. Mrs. Bilbrey-Honsowetz stated she will bring the communication outline to the next meeting for the Board's review. Mr. Serchak stated each HOA has an email list of homeowners. Mr. Gamache stated his HOA only has a partial list.

Mr. Serchak stated PRRMA is doing a massive curb/gutter and sidewalk program that has not been addressed in 20 years. He stated PRRMA may want to set aside a few thousand dollars to do any sprinkler repairs as needed. He stated the contractor can fix any issues as long as he is on site and PRRMA can fix the ones not reported within a month after repairs.

Mr. Smith stated Mr. Serchak's idea is to split the concrete program up into two years. Mr. Serchak stated yes, the total cost for concrete repairs is approximately \$316,000 and with the 10% contingency it would be approximately \$350,000. Mrs. Bilbrey-Honsowetz inquired how much time would be needed to complete the entire project this year. Mr. Serchak stated the sidewalks would take approximately 1.5 months, as well as the curb and gutter approximately 1.5 months. Mr. Serchak stated it is doable, however we do not have a contractor yet. He stated PRRMA is looking for a contractor to do late summer and fall work. However, most contractors are booked at this time. He stated he intends to ask Nagle if they can do PRRMA's proposed concrete work. Mr. Kljun inquired if it is feasible to do the curb and gutter now and defer the sidewalks till later on. Mr. Serchak stated sidewalks are the priority at this time. Mr. Gamache stated he would think curb and gutter is the priority, however he agrees with Mr. Serchak that there are some sidewalk trippers. Mr. Smith stated he gets more concerns regarding sidewalks than curb and gutters. Mrs. Bilbrey-Honsowetz stated from a safety concern, sidewalks would be a priority. Mr. Kljun inquired if PRRMA could indicate no curb and gutter this year, only sidewalks. Mr. Serchak stated that would be approximately \$100,000 and shift the \$100,000 to next year for curb and gutter. He stated PRRMA could incorporate concrete and asphalt next year. Mrs. Bilbrey-Honsowetz stated she personally likes the idea of doing sidewalks in all HOAs. Mr. Gamache inquired if PRRMA pushes the curb and

gutter to next year will that impact the amount of money for asphalt repairs. Mr. Serchak stated PRRMA does not have a plan for next year as of yet. Mr. Gamache stated he means that PRRMA would not be trading off funds for curb and gutter next year that would have been used for asphalt. Mr. Kljun stated he does not believe at this time that there is any asphalt for this year as the PASER rating indicates PRRMA has already caught up with needed repairs and roads were in better condition that PRRMA has anticipated. Mr. Serchak stated there may have been some deterioration since then. He stated this fall it was planned to do the next PASER rating. Mr. Gamache stated he would like to reopen the discussion at the next meeting for anticipated asphalt repairs. Mrs. Bilbrey-Honsowetz stated it was discussed that PRRMA would have the PASER rating reevaluated this Fall and this will reopen the discussion on road repairs. Mr. Serchak stated he will meet with Spalding DeDecker next week to define the scope of the work needed. He stated it would be great to get a contractor that would do both years and locked in. He stated if we did find a contractor to do both years it is likely that they would want a provision in the contract to increase his price in the Spring. He stated most contractors will not give a bid for next year due to variability in concrete and asphalt pricing. Mr. Smith stated he would still like to review all bids.

Mr. Serchak stated he will set up a meeting with Spalding DeDecker and get plans to distribute to all Board members. He inquired if all members are agreeable with doing sidewalks this year and curb and gutter in the Spring. He stated if all is agreeable PRRMA could do part of an asphalt project next year also. Mr. Serchak stated the Board could do an electronic vote on the bids. All Board members were agreeable with this plan. Mr. Waldbauer inquired if catch basins are included. Mr. Serchak stated this is unknown at this time. However, he is sure that some will need to be adjusted, another reason for a contingency.

Mr. Serchak stated he has not seen any markings on the sidewalks as of yet. He stated it is a huge problem when Spalding DeDecker marks the defective sidewalks and homeowners remark because the contractor has to rely on those markings.

Mrs. Bilbrey-Honsowetz stated to recap the plan:

- email plan documents to all Board members
- meet with Spalding DeDecker to define the scope of work
- bid proposal
- electronic vote
- revisit PASER this Fall - potential for asphalt work next year

Mr. Gamache inquired if the vegetation that grows between the asphalt and the curb tends to deteriorate both the asphalt and curb. He inquired if there is any discussion to kill this vegetation to assist in prolonging the asphalt and concrete. Mr. Serchak stated PRRMA could kill the vegetation. Mrs. Bilbrey-Honsowetz stated this has not been a discussion since she has been on the Board. Mr.

Gamache inquired if PRRMA could take on this project. Mrs. Bilbrey-Honsowetz inquired if PRRMA could appeal to the homeowners to remove any weeds in those areas. Mr. Gamache stated the solution that landscapers use is much more powerful than Roundup. Mr. Smith stated he has noticed grass and weeds growing in the cracks. Mr. Serchak stated he does not see a problem with killing the weeds before the concrete is completed. Mr. Kljun stated PRRMA carries that line item in the budget concerning vegetation killer. He stated PRRMA has \$3,600 budgeted for vegetation killer. He stated this will do the entire road network. Mr. Serchak stated this would need to be done maybe two or three weeks before the concrete work begins. Mr. Kljun stated PRRMA used to do this two times per year, Spring and Fall. He stated he will get a bid and recommended time frame.

b. Street Sign Replacement

Mr. Kljun stated the 2016 Street Sign Replacement Project is completed.

Pheasant View is complete in entirety

Fairway Pines is complete in entirety

Canton Township (Summit Parkway to Beck Road) is complete in entirety

Fairways still fine tuning (speed limit signs)

Mr. Smith stated he sent an email to Mr. Kljun regarding speed limit signs. Mr. Kljun stated he will meet with Mr. Smith and review his concerns. Mr. Kljun stated the policy has been when there is a long stretch of roadway with no stop signs, PRRMA post speed limit signs. Mr. Kljun stated Fairways has installed small speed limit signs and "children playing" signs on their own (excluded from replacement), however he is using the signs that have been approved by the Township.

Mr. Kljun stated the only other issues still pending discussion is the "Yield" and "No Right Turn" signs along Glengarry Boulevard. Mr. Serchak stated it was decided to leave them as is. Mr. Kljun stated there are a few signs that has been replaced in prior programs. However, the majority of signs are wooden.

Mr. Gamache inquired how the "Children Playing" signs were identified for location. He stated he has had inquiries from residents. Mr. Kljun stated these signs were installed years ago and at the discretion of Fairways homeowners. He stated Fairways purchased the material and installed the signs. Mr. Gamache stated Fairway Pines could purchase the signs and be billed back by PRRMA for installation. Mr. Kljun stated PRRMA could enlist PRRMA's sign contractor to install. Mr. Kljun stated he has been quoted "Slow, Children Playing" signs at approximately \$400-\$500 per sign on a steel post installed. He stated if any additional signs are installed this would be added to the approved drawings for signage. Mr. Gamache stated Fairway Pines would identify where we wanted the "Slow, Children Playing" sign located and ask PRRMA to install the sign and PRRMA would invoice Fairway Pines. Mr. Kljun stated that is what was consistent the last time. Mr. Gamache inquired if there is any guarantee

associated with the new signage. He stated if there is a failure with an certain amount of time, base cracks, lights fall out, etc. is there any recourse to recover the cost to repair the sign. Mr. Kljun stated the standard manufacture warranty is applied. There is no other warranty.

Mr. Smith inquired if someone hits a sign PRRMA covers replacement or insurance applies. Mr. Kljun stated if PRRMA knows who damages the sign, we can try and collect. He stated we do not submit to insurance due to a \$5,000 deductible.

Mr. Smith inquired for the long roadways with no stop signs and speed limit signs are installed, what is the criteria used. Mr. Kljun stated this is subjective. Country Club has a speed limit at entrance, a stop sign at cart path crossing and if there is a speed limit sign there now, Fairways may want to keep this sign. He stated if there isn't a speed limit sign they could submit to install one. Mr. Smith inquired where would the new installed signs fall. Mr. Kljun stated he would have to look at the entire package. Mr. Smith stated he believes there are a lot of signs and believes there is an opportunity to be smarter. Mr. Kljun stated he will work with Mr. Smith to evaluate. Mr. Kljun stated Pheasant View is very sparse in signage. Mr. Waldbauer stated by request.

Mr. Smith inquired what is considered a long roadway. Mr. Kljun stated Mornington and Country Club is probably considered long roadways. Mr. Smith inquired if Eastbrook or Innsbrook be considered long roadways. Mr. Kljun stated perhaps they would be. Mr. Smith stated these roads are interior roads and he has noticed some of the smaller speed limit signs. Mr. Kljun stated he has locations and photographs for all self-installed signs.

c. Entryway Improvements

Mr. Kljun stated he is waiting Board discussion on how to proceed. He stated after documents were distributed to all Board members, Fairway Pines requested a meeting with the contractor to review a couple of items. He stated Fairway Pines reviewed and the contractor has resubmitted the portion for Fairway Pines. He stated the resubmission was sent to Fairway Pines for their review and he is now waiting a Board decision to proceed.

Mr. Gamache stated Joe Maltese is handling this and has reviewed with Oakley. Mr. Kljun stated the revised amount is \$4,225. Mr. Gamache stated Mr. Maltese has also requested a bid from Fairway Pines current contractor, Superior. He stated Fairway Pines has a HOA Board meeting next week. He stated Fairway Pines will be able to respond to PRRMA by the end of next week. Mr. Gamache inquired if Fairway Pines is holding this process up. Mr. Kljun stated no one has given the authorization to proceed. He stated the contractor is awaiting an authorization to proceed. Mr. Kljun stated the contractor will need time to mobilize.

Mr. Smith inquired on the Fairways Glengarry and Beck Road entrance since it is owned by Canton, does Fairways have any input. Mr. Kljun stated every Board member received a copy of the scope of work to be completed. He stated if work was done outside the responsible area, the monuments on both sides, the cost of work would be invoiced to the appropriate association. Mr. Smith inquired if his vote is just for Fairways or for the entire work to be completed. Mr. Kljun stated when the contractor was addressed with the scope of work it was considered as a whole package. Mr. Smith inquired if he disagrees with the pricing for example, Fairway Pines, does he have the right to veto the project, based on Fairway Pines reassessment. Mr. Kljun stated the three HOA's and Canton are considered a whole. Mr. Smith inquired with Fairway Pines reassessment and obtaining other bids change the economy of scale for this project. Mr. Kljun stated yes, it certainly does change the economy of scale.

Mr. Waldbauer inquired if Mr. Alomary submitted Pheasant View's \$30,000 improvement to the Board. Mr. Kljun stated yes, it has been submitted.

Mrs. Bilbrey-Honsowetz stated PRRMA wants to maintain a consistent standard appearance for all HOAs for the entryways. She stated to accomplish this standard this project would need to be voted on as a whole package.

Motion by Smith, supported by Waldbauer to adopt the modified package as presented as a whole package. Roll Call Vote: Ayes: Smith, Bilbrey-Honsowetz Nays: Gamache, Serchak, Waldbauer Motion failed.

Mr. Gamache stated there are two elements to each of the proposals. He stated one that PRRMA will fund and one that each HOA will fund to Oakley. He stated unless the Board accepts the Oakley proposal then the entire package is not valid. Mr. Kljun stated he does not know if the portions for PRRMA and the HOA's will be invalid. He stated the prices were predicated on the entire package being approved.

Mr. Kljun stated for Fairway Pines the Roadway Managers portion is \$3,050. He stated the new bid for the monument areas on either side for Fairway Pines went from \$4,000 to \$4,225 owed by Fairway Pines. Mr. Gamache stated the meeting with Oakley was to identify and walk through the work that was going to be done. He stated this is where the revised bid came from. He stated the Fairway Pines Board has still not decided if they can afford this amount.

Mr. Waldbauer inquired what each HOA and PRRMA is responsible for in this proposed package. Mr. Kljun stated the following:

Fairway Pines (Glengarry entrance)	Roadway area \$3,050	HOA \$4,225
(Cherry Hill entrance)	Roadway area \$1,800	HOA \$ 40
Canton (Glengarry/Beck entrance)	Roadway area \$2,250	Canton \$4,850

Fairways (Country Club entrance)	Roadway area \$ 575	HOA \$1,150
(Beck Rd./Windridge)	Roadway area \$2,350	HOA \$2,750

Pheasant View  
(Beck Rd./Crowndale entrance) Roadway area \$2,350 HOA \$3,000

Mr. Kljun stated the total package is approximately \$32,000. Mr. Gamache inquired if the amounts are the same as presented at the last meeting with the exception of the revised amount for the Glengarry entrance. Mr. Kljun stated yes that is correct.

Mr. Gamache stated he will need to wait and see if his HOA Board has the \$4,225 in the budget to pay for this project.

Motion by Smith, supported by Waldbauer to have an electronic vote after Fairway Pines decide if this fits into their budget for this year. Motion carried unanimously.

d. Lighting Upgrades

Mr. Kljun stated all lighting is operational with the exception of Glengarry/Beck Road entrance. He stated there are electrical problems there that cannot be repaired until the brush is cleared out. He stated clearing the brush is part of the package. Mrs. Bilbrey-Honsowetz stated this can stay on the agenda until completed.

Mr. Gamache inquired if there has been any thought to upgrading the lighting to LEDs. Mr. Kljun stated the lights are currently high pressure sodium. He stated there has not been any bids quoted for LEDs. Mr. Kljun stated the LEDs are much more expensive and would require a change in the fixture. Mr. Kljun stated he will get a cost for LEDs. Mr. Waldbauer inquired where the bills go for the Glengarry lighting. Mr. Kljun stated the bills go to the associations including Canton. He stated there is a reduction in energy usage with LEDs.

**IV. Other Business**

a. Next Meeting Date

Two dates were chosen. The next meeting date will be Wednesday, August 17, 2016 at 5:45 pm. or the alternate date of Wednesday, August 24, 2016 at 5:45 pm. An email will be forwarded on the date confirmed.

**V. Adjournment**

Motion by Smith, supported by Gamache to adjourn at 7:06 pm. Motion carried unanimously.

An email was received by Mr. Gamache on July 17, 2016 stating that Fairway Pines Board has reviewed their current financial status and projected expenses through year end and has asked

PRRMA proceed with the quote from Oakley for work on the Fairway Pines entrances at Canton Center and at Cherry Hill. He stated that Mr. Maltese reviewed the scope of work which is represented by the \$4,225 quote and it was suggested by Oakley that two trees should also be removed at \$75.00 per tree. He stated this would be a total of \$150.00 for this additional work and ask that the final quote by Oakley be revised to include removal of these two trees, which would bring the total HOA responsibility for Fairway Pines to \$4,375.00. Mr. Gamache stated it is Fairway Pines understanding that these expenses would be paid to Oakley by PRRMA and billed back to Fairway Pines.

On July 26, 2016 Mr. Smith made a motion to electronically vote to approve the Oakley quote in its' entirety, supported by Mr. Gamache. Roll Call Vote: Ayes: Smith, Serchak, Gamache  
Nays: Waldbauer (Proxy for Mr. Alomary)

On August 1, 2016 an email was received by Mr. Smith that he needed to rescind his vote based on the Fairways Landscape Manager (a board member) review. He stated she has contacted Oakley for a more in-depth review before Fairways can vote yes or no.

This item has been tabled.