

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
August 24, 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, August 24, 2016.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Omar Alomary, Pheasant View, Tom Gamache, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith (arrived at 5:54 pm.), Fairways

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Mark Waldbauer, Pheasant View, Greg Hohenberger, Canton Township

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:46 pm.

Mrs. Bilbrey-Honsowetz announced her retirement in December, 2016. She introduced Greg Hohenberger as her replacement. Welcome Mr. Hohenberger.

a. Approval of Agenda

Motion by Serchak, supported by Gamache to approve the agenda as presented. Motion carried by all members present.

b. Approval of Minutes

1. July, 13, 2016

Motion by Gamache, supported by Serchak to approve the minutes as presented. Roll Call Vote: Yeas: Bilbrey-Honsowetz, Serchak, Gamache Nays: None Abstain: Alomary (absent from the July 13, 2016 PRRMA meeting) Motion carried.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated all financials were sent to members via email. He distributed the Balance Sheet as of August 24, 2016.

b. Cash Flow Analysis

Mr. Kljun stated the accounts receivable is currently at \$20,560.58 and the reserve account is currently at \$544,221.22. He stated there are no liabilities. Mr. Kljun stated Fairway Pines has not paid as of yet, however they are not due until the end of August. (**See Note following meeting minutes.**) He stated invoices were mailed out on July 21, 2016. Mr. Gamache inquired if Fairway Pines received a notice. Mr. Kljun stated yes all HOA's were sent invoices. Mr. Gamache stated he will mention it to Hayden. He stated he vaguely remembers receiving an invoice and he forwarded to Hayden. Mrs. Bilbrey-Honsowetz stated Fairway

Pines has time to submit. Mr. Gamache stated Hayden is a very focused member and all invoices are forwarded to him. Mr. Kljun stated he may have received payment, however it has not been posted as of yet. He stated he will check on this and let Mr. Gamache know.

Mr. Kljun distributed the latest Audit, dated December 2015, from Myler and Szczypka. Mr. Alomary inquired if he can get this electronically. Mr. Kljun stated he will scan and forward. Mr. Kljun stated the reason this audit is dated 2015 is there are tax timing issues involved, based on PRRMA changing their fiscal year from August through July to January through December. He stated PRRMA is trying to catch up from a tax point of view. He stated this audit is for the end of the year for 2015. He stated at the end of 2016 Myler and Szczypka will provide a yearend audit. He stated he will provide copies to the Board when available. Mrs. Bilbrey-Honsowetz stated this is strictly because PRRMA changed the financial year and not because PRRMA is behind, and two reports are required. She stated then PRRMA will receive one audit per year since PRRMA will be on a calendar year.

There were no other Board questions regarding the financial documents.

III. Unfinished Business

a. 2016 Concrete Project

Mr. Serchak stated he met with Spalding DeDecker last Wednesday along with Mr. Kljun, Mrs. Bilbrey-Honsowetz and Mr. Hohenberger. He stated there will be two big projects, sidewalks and curbs. He stated sidewalks will be this year. He stated Spalding DeDecker is preparing a bid package and several contractors that are interested. Mr. Serchak stated Spalding DeDecker stated by their calculations there is approximately \$80,000 of sidewalk work to be done. He stated there are some unknowns, as PRRMA has some ADA corners with tiles that may need replacement. Mr. Serchak stated there will be a contingency in this contract to enable PRRMA to add some flags as we move through this process. He stated during this process there may be driveways that are damaged during sidewalk replacement. He stated in some cases PRRMA will need to replace those damaged driveways. Mr. Gamache inquired if that will include the approach and driveway. Mr. Serchak stated it may be either. Mr. Serchak stated PRRMA wants to do as much as possible during the paving season, September, October and even into November. He stated next Spring PRRMA will begin the curb replacements. Mr. Serchak stated it is easier to do sidewalks separate from curbs.

Mr. Serchak stated the curb estimate is \$120,000 to \$140,000, depending on pricing PRRMA gets in the Spring. He stated he has spoken with Rotundo, G. M. and Sons and has a call into Olsen and he wants to assure that PRRMA has knowledge of these contractors before bids are distributed. He stated he is working with Spalding DeDecker and specifications so PRRMA can get the bids

out and costs associated with this project. Mr. Serchak stated he will forward the bid specifications and cost out to all Board members.

Mr. Alomary stated he had a resident that sent him a note about a week ago regarding a drain issue in their driveway. He stated there is a manhole and the driveway is crumbling as a result. He inquired if this is something PRRMA can add to this project. Mr. Serchak stated he would like Mr. Alomary to send him the address and he will take a look. Mr. Gamache stated the criteria is that if it is a sanitary sewer Canton would provide the repairs and if it is the storm sewer it is the responsibility of the HOA. Mr. Serchak stated if it is a Canton water gate valve or a Canton sanitary sewer, Canton would be responsible for the repairs. Mr. Alomary showed Mr. Serchak the picture of the driveway in question. Mr. Serchak stated after seeing the picture, he feels the sidewalk deterioration is not a result of just the manhole. He stated the entire driveway is in bad condition and he cannot blame the manhole. Mr. Serchak stated he will go out and look at this situation. Mr. Alomary stated he will send Mr. Serchak the address. Mr. Serchak stated the manhole in question is a sanitary sewer. Mr. Kljun stated it appears from the picture that repairs have been made in the past on this driveway.

Mr. Smith inquired if PRRMA has a list of the sidewalk assessment. Mr. Serchak stated Spalding DeDecker has the list of locations and quantities and will provide along with the bids. Mrs. Bilbrey-Honsowetz inquired when the drawings are complete can those be emailed to the Board members. Mr. Serchak stated yes, Spalding DeDecker can provide those drawings. Mr. Gamache stated yes, it is very well detailed in the minutes on criteria, sprinklers and parking and necessary for the HOA's to receive these drawings. He stated it was also mentioned that homeowners were remarking flags so this would provide a safeguard for PRRMA as well. Mr. Gamache inquired if notification flyers, quantities and locations a part of the bid package. Mr. Serchak stated yes it will be a part of the bid package. He stated what is typically done is the contractors schedule is his own. He stated he wants to make sure the contractor and Spalding DeDecker are implementing door hangers (2 days prior). Mr. Serchak stated the contractor will supply notification of a time frame that they will be working in a specific area and a provision within the contract that he will implement the door hangers. Mrs. Bilbrey-Honsowetz inquired if PRRMA needs to place the banners out stipulating road work. Mr. Serchak stated the contractor will be inconveniencing residents sidewalks and driveways.

Mrs. Bilbrey-Honsowetz stated PRRMA does have a communication plan and she will email to all members as a contractor is identified. She stated this will allow members to possibly add or change the plan. She stated this revised communication plan will then be forwarded to the contractor and asked to abide by the plan. Mr. Gamache inquired if the communication plan would include the what if's, example: sprinkler repairs. Mrs. Bilbrey-Honsowetz stated if those are not included in the current communication plan these are issues PRRMA could consider adding. Mr. Serchak stated funds will be set aside for sprinklers. He

stated since sidewalk repairs will be done in the Fall, residents may not know of any repairs needed until the Spring. Mr. Serchak stated he will try and get the bid documents from Spalding DeDecker next week. Mrs. Bilbrey-Honsowetz stated she will send out the communication plan next week for the Boards review.

Mr. Kljun inquired if there is a sidewalk that was originally identified to be replace and we find it is not necessary to replace, will this consideration also be made. Mrs. Bilbrey-Honsowetz stated PRRMA can surly add or subtract sidewalks for replacement in a timely manner.

Mr. Gamache inquired if a driveway is chipped during sidewalk replacement is it more economical to saw cut this section rather than replace the entire driveway. Mr. Serchak stated residents do not like that process.

Mr. Waldbauer arrived at 6:11 pm.

Mrs. Bilbrey-Honsowetz recapped the process stating PRRMA will receive the bid documents next week from Spalding DeDecker. She stated she will send out the communication plan next week for the Board's review. Mr. Serchak stated we will give the contractors one week to respond to the bids and should be returned around Labor Day. Mr. Gamache inquired any concerns will be communicated after the contractor is chosen. Mr. Serchak stated yes after a contractor is chosen. Mr. Serchak stated PRRMA will increase the quantities somewhat to assure we have enough funds for any additional work. He stated there is a contingency of 10% included in the contract at least if not more. Mr. Gamache inquired if the contractor handling the communication is a normal part of the business. Mr. Serchak stated yes. Mrs. Bilbrey-Honsowetz stated yes, the contractor will communicate to the residents, however we will also need HOA to assist with communication. She stated the more we communicate to the residents the less issues will be experienced. Mr. Gamache stated he would like to have addresses so PRRMA could focus on the areas where it impacts those residents specifically. Mr. Serchak stated it will affect everyone even if your sidewalk is not being replaced. He stated getting communication out to everyone initially and then a more detailed communication for those directly affected.

Mr. Serchak stated the replacement of driveways will be revealed as the contractor begins replacing sidewalks. Mrs. Bilbrey-Honsowetz stated issues will happen and PRRMA needs to be able to respond to these issues.

b. Street Sign Replacement

Mr. Kljun distributed a summary of sign installation for the past 6 years. He stated there is internal specifications for all the signs installed. He stated there is indication for all approved signs that have been completed for each subdivision and Canton. He stated sign replacement has been suspended. He stated all approved signs have been replaced. Mr. Kljun stated the only signs that are not installed are "Yield" and "No Right Turn" signs. He stated several were

approved and put in place, but the majority were not approved. He stated if these are approved in the future, he will make modification to the summary.

Mr. Gamache stated we have discussed "Children at Play" signage. Mr. Kljun stated nothing has been authorized. He stated the process would be that the HOA bring this issue to the Board for approval. Mr. Kljun stated the process is that the HOA purchase the sign and post and put in place. Mr. Gamache stated we would want the new sign consistent with the current signs. Mr. Kljun stated the signs in Fairways are signs with metal post and are not consistent with signage that PRRMA has installed. Mr. Kljun stated Fairways installed these signs on their own. Mr. Serchak stated Fairways came to PRRMA for approval. Mr. Waldbauer inquired what that means going forward, should the HOA be responsible for replacement to conform to PRRMA's plan. Mrs. Bilbrey-Honsowetz stated she feels it would be the HOA's responsibility to maintain or replace. Mr. Serchak stated in Fairways case PRRMA did not require them to conform to the current signage standard. Mr. Alomary stated if PRRMA decided that all signage had to conform to PRRMA standards, PRRMA should have to pay for this upgrade. Mr. Gamache stated what does he tell his HOA Board going forward on signage that is not consistent with PRRMA standards. Mr. Serchak stated if PRRMA requires a consistent standard in the future, we will have to know the inconsistency in the past. Mr. Serchak stated consistency is important to PRRMA and do we need to have a policy. Mrs. Bilbrey-Honsowetz stated she would hope that PRRMA could keep it simple. She stated however, there may be reason to rethink the position of today. Mr. Gamache stated he agrees with making it simple. Mr. Kljun stated he thinks what Mr. Gamache is saying is who's going to pay for the sign. Mr. Gamache stated yes, that is what he is trying to establish, which signage is acceptable. Mr. Waldbauer stated the additional signage and maintenance, other than what is approved on the drawing, would be the responsibility of the HOA. Mr. Serchak stated the current signs conform to the MMUTCD code.

c. Entryway Improvements

Mr. Gamache stated his HOA could not universally accept the Oakley proposal due to the differences each association had. Mr. Alomary stated Pheasant View already spends money on an annual basis. He stated his HOA already has an extensive proposal for an upgrade. He stated Fairway Pines met with Oakley and modified the agreement. Mr. Alomary stated not all the HOA's received an opportunity for modification. Mr. Kljun stated that was for Fairway Pines only for their monument area, which would be the responsibility of the individual association. He stated this is for separate work for Fairway Pines. Mr. Kljun stated this was put together as a package for two reasons: economy of scale and to maintain a standard. Mr. Gamache stated the homeowners of Fairway Pines had a vision of what they wanted this entryway to look like and the original Oakley proposal did not conform to this vision. He stated they called Oakley and met with them to add to the original proposal to conform to their vision. Mr. Gamache stated then Fairways and Pheasant View stated it didn't work for them.

Mr. Alomary stated Pheasant View had a vision with a different contractor. He stated this proposal came actually a week before Oakley submitted their proposal. He stated Oakley's proposal did not meet Pheasant View's needs. He stated it was discussed that PRRMA would pay the small amount designated in the Oakley proposal and Pheasant View would pay the difference with their contractor.

Mr. Smith stated Fairways had concerns with Oakley's proposal specifically the salvia's that are not salt resistant and two trees, one has been removed and one is dying, and Fairways felt it is overcrowded and these trees need not be replaced at the Cherry Hill/Country Club entrance. He stated Fairways did not evaluate Beck Road entrance since Canton Township is responsible for that entrance.

Mrs. Bilbrey-Honsowetz stated PRRMA has three different opinions on Oakley's proposal. She stated the price quote is for economy of scale. She stated two HOA's do not feel Oakley's proposal does not fulfill their needs. Mrs. Bilbrey-Honsowetz inquired how does PRRMA move forward and still maintain a consistent standard. Mr. Alomary stated it doesn't look like commonality can be achieved because Pheasant View wants to go above and beyond the proposal. Mr. Kljun suggested he contact the contractor and give him separate authorization for each subdivision. He stated the contractor can do all that was quoted for Fairway Pines and all of Fairways and Canton as quoted. He stated we will not give him anything for Pheasant View. Mr. Smith stated the concern for Fairways is the right of way and monuments being consistent. He stated Fairways doesn't want the center changed and the monuments left the same. He stated the landscape authorities for Fairways stated they did not like the proposal. Mr. Kljun stated PRRMA has done nothing for years and now the Board wants to upgrade. Mr. Gamache stated Fairways and Pheasant View has a vision and if they can go forward with this vision maybe they could meet with Oakley and modify the quote. Mr. Smith stated they currently use Oakley so they could obtain an modified quote. Mr. Gamache stated he would like to move forward because their Canton Center entrance looks terrible. Mr. Kljun stated Oakley cannot do it all at once so we could proceed with Fairway Pines and Canton and give Fairways time to modify their proposal. Mr. Smith stated he was in agreement with this plan. Mr. Alomary stated Pheasant View wants to get the money stipulated that they would get from PRRMA to do their improvements. Mrs. Bilbrey-Honsowetz inquired if there are any concerns with the Board that Pheasant View is reimbursed for their portion of improvements as indicated in the proposal.

Mr. Smith stated his only concern is that Oakley has invested the time into the quote for the entire project and now the Board is changing it and he understands why. Mr. Alomary stated Pheasant View did their quote prior to Oakley's proposal. Mr. Smith stated he just wanted to be fair and consistent with Oakley. Mr. Serchak stated he is ok with this option as long as it is equitable with each HOA and Canton. He stated the same amount of funds will be expended but in different areas. Mr. Gamache stated the original proposal indicated what PRRMA

would pay and what each individual HOA would be responsible for. Mr. Smith stated this defeats the object of commonality.

Mr. Waldbauer stated all this work previously was done by this Board and billed back to the subdivisions. He stated the discussion was that this work would be delegated to the subdivisions and contract whoever they want to get the work completed. He stated Pheasant View has wanted to jump with this and hire their own contractor and get the work completed. He stated for more than 10 years Pheasant View has had a landscape architect. He stated this has caused the problem of commonality. Mr. Waldbauer stated the work that Oakley's proposal indicated had already been completed in Pheasant View and paid for. He stated it made no sense to do it a second time and pay for in one season.

Mrs. Bilbrey-Honsowetz stated considering the lack of commonality, the upgrades will be accomplished and provide some economy of scale. Mr. Gamache stated in his opinion the individual HOA's have a vision and it is the reason for Fairway Pines modification.

Motion by Serchak, supported by Gamache to reopen the original motion and table. Motion carried unanimously.

Motion by Serchak, supported by Gamache to reconsider the original motion. Roll Call Vote: Yeas: None Nay: Gamache, Serchak, Alomary, Bilbrey-Honsowetz Motion denied unanimously.

Motion by Alomary, supported by Smith to authorize Oakley to complete work as amended for Fairway Pines and Canton only. Motion carried unanimously.

Motion by Alomary, supported by Smith to reimburse Pheasant View in the amount of the Oakley bid of \$2,350.00 per entrance for their future entryway improvements. Roll Call Vote: Yeas: Serchak, Alomary, Bilbrey-Honsowetz Nays: None Abstain: Gamache Motion carried.

Motion by Smith, supported by Alomary to allow Fairways to review the Country Club/Cherry Hill entrance not to exceed \$3,000 reimbursement and work with Oakley on an amended quote. Motion carried unanimously.

Mr. Alomary inquired if he needs to submit his landscape plans for approval. He stated he has submitted them three time. Mr. Kljun stated he has the approved plan for Pheasant View, there is no need to resubmit. Mr. Waldbauer inquired if when Pheasant View's work is completed should he submit his paid invoice to PRRMA for reimbursement of the \$4,700. Mr. Kljun stated yes, please submit the paid invoice for reimbursement.

Mr. Gamache stated he had spoken to Mr. Kljun regarding maintaining the islands for Fairway Pines. Mr. Kljun stated he has the submission for island landscape.

Mr. Gamache stated he received a quote from Superior. Mr. Alomary stated he thought the landscape had been delegated to the HOA's. Mr. Gamache stated the cul de sacs are part of the roadways. Mr. Kljun stated the submission was for \$3,500. Mr. Smith inquired if the maintenance of the right of way was delegated to the HOA's. All Board members agreed maintenance was delegated to the HOA's. Mr. Gamache stated the islands were part of the roadway. Mr. Smith stated the maintenance on the island on Glengarry is being paid by the HOA. Mr. Gamache stated PRRMA is paying for the island. Mr. Kljun stated that is because it is being upgraded and not maintained. Mrs. Bilbrey-Honsowetz stated maintenance is provided by the HOA's and upgrading is the responsibility of PRRMA. She stated the maintenance of the islands are in the roadway but delegated to the HOA's. Mr. Waldbauer stated everything is PRRMA's responsibility, however the maintenance has been delegated to the HOA's. Mr. Gamache stated from his discussion with Mr. Kljun he thought it was PRRMA's responsibility and that was the reason he gave Mr. Kljun the proposal from Superior. Mr. Kljun replied that the original discussion was that all areas were going to be modified and would be PRRMA's responsibility just as PRRMA is modifying the front entryways. Mr. Gamache stated it needs some serious modification. Mr. Kljun stated this is a maintenance area for the center islands. He stated this maintenance is the HOA's responsibility. Mr. Gamache stated the island is so overgrown and needs items thinned out and some trees removed. He stated it is an extensive modification since nothing has been done since it was first landscaped. Mr. Kljun stated a copy of the proposal can go to the Board and let the Board decide if it is maintenance or an upgrade. Mr. Smith stated when the cleaning of site lines on Glengarry that was handled by PRRMA. He inquired if this request from Fairway Pines is equivalent to clearing the site lines. Mr. Smith stated PRRMA discussed the islands and the discussion was tabled. Mr. Waldbauer stated if it is cutting, pruning and trimming it is maintenance. He stated if you are changing the landscaping that would be modification. Mr. Kljun stated if all subdivisions are going to be facing the same issue it would be for the Board to decide. Mr. Serchak stated he would like this issue added to the agenda for discussion on maintenance or upgrading. Mrs. Bilbrey-Honsowetz stated she will add to the next agenda. Mr. Alomary stated his landscaper brought to their attention that a tree is dying in the road right of way in Pheasant View. Mr. Kljun stated there are 15 dead trees on Summit Parkway. Mrs. Bilbrey-Honsowetz stated she added tree replacements on the Capital list. She stated PRRMA needs a strategy for either replacement or removal of trees.

d. Lighting Upgrades

Mr. Kljun stated lighting upgrades are not complete at this point. He stated he has spoken to the contractor who supply the lighting systems regarding the lighting along Glengarry Boulevard. He stated the contractor has given him a price for all new fixtures. He stated there is a modification that can be employed in the existing fixture. Mr. Kljun stated he will put a package together using LED lights along Glengarry Boulevard and submit to the Board.

Mr. Kljun stated he has the information for lighting for Pheasant View and can make the changes quickly if they decide they want to proceed. He stated another decision for Pheasant View is the maintenance of lighting standards. He stated he has the price to replace the poly carbonate. Mr. Kljun stated the fixture has been changed by the environment over the last 20 years. He stated he does not have all the information at this time. He stated this is a complication of the low level lighting and there is no replacement and will have to be all brand new fixtures for LED. He stated there will be a savings, but unknown at this time. Mr. Gamache stated he will definitely support the LED fixtures.

Mr. Kljun stated all the fixtures are currently high pressure sodium including the low level lighting. He stated his recommendation is the change all the poly carbonate fixtures to brand new ones. He stated for Pheasant View's lighting the change to LED is just to screw in a new bulb. Mr. Kljun stated if the low level lighting is not a problem we can keep them. He stated he is waiting on information from the vendor and will bring back information for the Board for discussion.

IV. Other Business

a. Next Meeting Date

Wednesday, October 5, 2016 at 5:45 pm.

V. Adjournment

Motion by Serchak, supported by Alomary to adjourn at 7:17 pm. Motion carried unanimously.

NOTE: Mr. Kljun confirmed on August 24, 2016 that it was not Fairway Pines that had not paid dues, it was actually Fairways that has not paid dues as of August 24, 2016.