

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**October 5, 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, October 5, 2016.

**Members Present:** Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Joe Maltese, Fairway Pines, Ranson Smith, Fairways

**Members Absent:** Bill Serchak, Canton Township

**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 Smith to approve the agenda as presented.  
Motion carried by all members present.
- b. Approval of Minutes
  1. August 24, 2016  
Motion by Smith, supported by Alomary to approve the minutes as corrected. Motion carried by all members present.  
Mr. Alomary inquired on the statement for the II. Financial Activity Review under b. Cash Flow analysis regarding paragraph two: Mr. Kljun's statement on the audit dated 2015 for tax issues involved. Mr. Kljun stated the statement reflected the tax timing issues reflective of the change in the fiscal year for PRRMA. The statement reads as corrected "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." Mr. Kljun stated he heard from the IRS today and this change has been approved. The minutes for August 24, 2016 have been updated to reflect this correction.  
  
Mr. Smith inquired if Fairway's dues have been paid. Mr. Kljun stated yes Fairways has paid their dues.

**II. Financial Activity Review**

- a. **Current Reports**  
Mr. Kljun distributed the financial documents via email to all Board members.  
Mr. Kljun distributed the Balance Sheet as of today. He stated the current reserve account is currently at \$539,826.88. He stated the current checking account

reflect \$6,150.52. The accounts receivable is exclusively Fairway Pines for \$4,565.00 for the agreement to reimburse PRRMA for landscape repair and upgrade for Glengarry and Canton Center and the Highland and Cherry Hill entrances. He stated this was their portion that they agreed to pay.

**b. Cash Flow Analysis**

Mr. Alomary stated since PRRMA has agreed to postpone the concrete work until next year, does PRRMA have the funds to handle two major projects in one year. Mr. Kljun stated PRRMA had originally scheduled the project for this year. He stated all members receive a cash flow for 2016. He stated this will create the budget for next year 2017, listing the capital projects. Mr. Kljun stated he has one prepared for 2017 with the exception of the latest information regarding moving moneys forward. He stated his next step is upgrading the 2017 capital portion so all members can review and decide what to do. Mrs. Bilbrey-Honsowetz stated when we discuss the 2016 road project we can tie the two together.

There were no questions regarding the financial statements.

**III. Unfinished Business**

**a. 2016 Concrete Project**

**1. Time Frame**

Mrs. Bilbrey-Honsowetz stated Mr. Serchak stated there is no option to secure a contractor for this year. She indicated Mr. Serchak sent an email to all Board members regarding this issue. Mr. Serchak stated in his email to the Board that his plan for next year's concrete program is outlined as follows: in early January obtain a bid for all curb and sidewalk repairs (concrete), in February the PRRMA Board will award a contract and the completion of the concrete project in April-June/July (excluding week in June for Liberty Fest.). Mr. Serchak stated it is possible to send out bids in November 2016, however he is hesitate to do that as most flatwork and road contractors do not want to give firm bids later in the year because they do not have firm pricing on concrete until January. He stated typically January is when the plant issues their new concrete unit rates for the year.

Mr. Alomary stated PRRMA has had a hard time getting a contractor for this year and doubts that it will get any easier for 2017. He inquired how does PRRMA assure that it will be able to get a reputable contractor for 2017 for the work required. Mrs. Bilbrey-Honsowetz stated if PRRMA gets on their calendar early there is a good chance to secure a contractor.

Mr. Maltese stated the budget for the concrete project this year was \$200,000. Mr. Kljun stated yes that is correct. Mr. Maltese stated we do not have a budget for the asphalt project for 2017 until the PASER rating has been completed. He inquired in January 2017 PRRMA should have a good idea what the budget will be for the two projects, the concrete and

asphalt. Mrs. Bilbrey-Honsowetz stated PRRMA will approve a budget for 2017 for the road project and live within that budget. Mr. Smith inquired if PRRMA should combine the two projects within the budget for the 2017 budget. Mr. Alomary stated PRRMA should not combine the two projects. Mr. Maltese stated here is why you might want to combine the two projects within the budget: an assessment of the asphalt program has not been completed and he believes the roads are not in good shape. He stated the number could be much higher than we anticipate. He stated the question should be should be fix the curbs or the roads we drive on. Mr. Maltese stated if the curbs is going to require \$200,000 the asphalt could be a large amount. He stated he feels we should combine and allocate the money where it needs to be spent. He stated Fountain View is in really bad shape currently. Mr. Maltese stated the roads are 20 plus years old and some are in really bad shape. Mrs. Bilbrey-Honsowetz stated a PASER rating was done in 2014. She stated once Spalding DeDecker does the PASER rating this year PRRMA will have a better perspective on the condition of the road network. She stated a budget for this year's concrete project has already been allocated. She stated had PRRMA been able to secure a contractor those budgeted allocations would have already been spent. Mr. Maltese stated PRRMA can spend the \$200,000 that was budgeted for concrete this year and spend it on concrete in 2017. Mrs. Bilbrey-Honsowetz stated the PASER rating will let PRRMA know what roads are in need of repairs.

Mr. Kljun stated PRRMA had projected a certain amount of dollars to do curb and gutters this year. He stated if PRRMA did not do that project it rolls into the next year. He stated if you look at the capital program and the cash flow program PRRMA will have \$459,000. He stated that money has been assigned to that project.

Mrs. Bilbrey-Honsowetz inquired how the Board feels about Mr. Serchak's recommendation. She stated PRRMA needs to give clear direction to Spalding DeDecker so they have a clear expectation and can start preparing bid documents and have them ready to go at the appropriate time. Mr. Maltese inquired if this is for the money that was to be spent in 2016 and not moved into 2017. Mr. Kljun stated yes that is correct. Mr. Maltese stated he agrees with Mr. Serchak's recommendation.

Motion by Maltese, supported by Alomary to approve Mr. Serchak's recommendation to move the concrete program for 2016 into 2017 and in early January bid project for all curb and sidewalk repairs and in February the PRRMA Board will award the contract with completion of the concrete project in April-June/July, excluding week in June for Liberty Fest. Motion carried by all members present.

## 2. Resident Communications

Mrs. Bilbrey-Honsowetz stated this item will be a future agenda item when the scope of the project is known and what type of items might need to be communicated to the residents. She stated please forward any suggestions to her as soon as possible.

b. Street Sign Replacement

Mr. Kljun stated all street signs that have been approved are installed. He stated this item can be removed from future agendas.

c. Island Maintenance/Upgrades

Mr. Alomary stated Mr. Gamache stated the cul de sacs are overgrown. He stated it was discussed that it is PRRMA's responsibility and PRRMA has delegated to the HOA's for maintenance. Mr. Maltese stated Fairway Pines understands it is the HOA's responsibility to maintain. He stated these are 20 years old and in need of improvements. He inquired if the HOA's can get money to plant new shrubs and perennials. Mrs. Bilbrey-Honsowetz stated that would fall under the scope of upgrades. Mr. Maltese stated yes, Fairway Pines is looking for upgrades. He stated the HOA will clean up the area and remove dead plants. Mr. Maltese stated he has some proposals and can separate. Mr. Kljun stated he feels that would be the appropriate way to bring the upgrades before the Board. Mr. Maltese stated Pheasant View has the same islands that need upgrades. He stated he will bring a proposal back to the Board in the Spring. Mr. Alomary stated he would like to keep this on the agenda for January/February. Mr. Maltese stated he figures approximately \$400 per island for upgrades. Mrs. Bilbrey-Honsowetz stated she will place on the February agenda HOA Island Upgrades.

Mr. Kljun stated the entryways are underway. He stated there is one remaining entry island that has not been approved in Fairways, Country Club Lane and Cherry Hill. Mr. Smith stated he has not received an answer back from his HOA Board. Mr. Smith stated he would like Mr. Kljun to keep this topic open and he will email Mr. Kljun before the next meeting. Mr. Kljun stated the Glengarry and Beck Road monument areas is not completed. He stated the center island is completed. Mr. Kljun stated the north side shrubs have been removed and exposed the electrical cabinet. He stated DTE has been called twice and waiting for a report back from DTE. He stated he has requested DTE close the cabinet if it is their responsibility and if not theirs who's responsibility is it.

Mr. Alomary stated he made a request for Pheasant View to do work at the Beck Road/Windridge center monuments. He stated PRRMA has authorized work to be done on the other one due to some damage. Mr. Kljun stated that work has been completed. Mr. Alomary stated the work that Pheasant View wants to do will be paid by Pheasant View and needs approval from PRRMA. He stated Pheasant View HOA wants to clean up the area and repaint the lettering. Mrs. Bilbrey-Honsowetz inquired if this will be restoring the area. Mr. Alomary stated yes, it will be restoration only. Mr. Maltese inquired if that would be a PRRMA responsibility. Mr. Kljun stated it would be the responsibility of PRRMA,

however Pheasant View wants to pay for this restoration. Mr. Alomary stated his HOA is willing to pay for this restoration. Mr. Kljun stated PRRMA can get a quote from Dan on all six of the monuments for restoration. He stated then this quote can be brought back to the Board for approval. Mr. Maltese stated all his monuments are in good shape and do not need restoration. Mr. Smith stated his monument on Beck Road is in bad shape. Mr. Kljun stated he will get a quote for all three subdivisions.

Mr. Kljun stated during the time that the repairs were made at the Fairway Pines Guard House monument walls it was stated that 70% of the Guard House walls need coping, cleaning, reinstalling and replacing cracked mortar at \$4,350. He inquired if this should be included in the package for monument repair. All members agreed this should be included in the package. Mrs. Bilbrey-Honsowetz stated she will add monument repair to the November agenda.

d. Lighting Upgrades

Mr. Kljun stated per a request from a member of the Board to replace all high-pressure sodium lights with LED. He stated in his analysis the roadway along Glengarry Boulevard between Beck Road and Summit Parkway and the entry from Beck Road to Glengarry Boulevard which is Canton's responsibility. He stated to replace the Sternberg 6130 series to LED the reduction in usage would be 51.06%. He stated the fixture cost and installation of the LED fixtures would cost \$6,499.17 and the payback period in years would be 14.09. Mr. Kljun stated he has confirmed his recommendation after consulting with the DTE Energy Account Manager. He stated his recommendation is to not replace with LED. All Board members agree with not replacing the current high-pressure sodium fixtures with LED.

Mr. Kljun requested permission to proceed with rehabilitation for Pheasant View to replace the 6 luminaries with LED. He stated they have a direct replacement, screw in bulb. He stated the price for 9 lamps is \$98 each for a total of \$882, globes are \$277 each for a total of \$1,200, plus labor of \$150 per fixture for a total of \$900. Mr. Kljun stated this is a continuation of the planned replacements. Mr. Kljun stated the low-level lights are quoted at \$90 per light. He stated all the material is available locally. Mr. Kljun stated PRRMA needs to keep a few on hand due to the fixtures being 25 years old and are beginning to fail. He stated Fairway Pines has had three fail on the south side causing circuit overload. All members agree with this continuation.

**IV. Other Business**

a. Tree Replacement Study

Mr. Kljun stated the tree replacement is reflected in the capital plan for next year. He stated he has projected the replacement of 5 trees each year along Summit Parkway. He stated there will also be trees needing replacement along Glengarry Boulevard between Beck Road and Summit Parkway on the south side. He stated he is awaiting a quote from Davey Tree Service. Mr. Kljun stated he is targeting

\$5,000 per year for tree replacement. He stated 15 trees are diseased and dying on Summit Parkway and cannot be saved. He stated those trees will need to be removed and replaced. Mr. Alomary stated he feels PRRMA needs to prioritize dead trees. He stated there is one dead tree in Pheasant View in the entrance. Mr. Maltese suggested putting \$10,000 per year for the next 5 years in the tree replacement fund. He stated PRRMA needs to be mindful of these type of issues annually. Mrs. Bilbrey-Honsowetz stated she agrees with Mr. Maltese in all areas of capital planning. She stated the pines that are dead are very large and not all may need to be replaced. Mr. Kljun stated trees 2.5 inch in diameter at the base could cost \$500 to \$600 each for removal of the dead and replant new tree. Mr. Maltese stated he feels each HOA should have input. Mrs. Bilbrey-Honsowetz stated each HOA could take photos of any dead trees for discussion. She stated tree replacement will be added to the November agenda.

Mr. Smith stated Glengarry from Beck and Summit Parkway has not been maintained at the same level. He stated some improvements have been made. Mr. Kljun stated the contractor has been addressed of this issue. He stated there are three islands addressed to the contractor. He stated this is the same contractor that does Summit Parkway. Mr. Kljun stated it is unusual that this area has not been maintained at the same level. H stated this used to be the responsibility of Pheasant View. He stated when the road assessment was readjusted in 2009 and given to Canton.

Mr. Maltese stated Fairway Pines is scheduled to have their annual meeting in November and will be setting their dues for 2017. He inquired what the maximum increase will be for due for 2017. Mr. Kljun stated the maximum dues increase has only been 10%. He stated this year the dues was reduced 9.8%. He stated the by-laws can be interrupted that the dues can only be increased a maximum of 10% per year. He stated the capital projects will determine dues for 2017.

Mr. Maltese inquired what is the responsibility for capital projects to get multiple bids. He stated he believes after a certain amount there should be multiple bids for projects. Mr. Kljun stated for all the roadway repair projects PRRMA receives multiple bids. Mr. Maltese stated he feels bids should be received for projects such as tree replacements, lighting and monument upgrades. Mr. Kljun stated we didn't have a plan to submit for bids. He stated PRRMA went to Oakley, for example, to get a plan. Mr. Maltese stated any contractor would have provided the plan. Mr. Kljun stated if PRRMA wants multiple bids, there has to be a step before requesting bids. He stated someone has to develop the plan.

b. Next Meeting Date

The next meeting date is Wednesday, November 2, 2016 at 5:45 pm. **(See Note below)**

V. **Adjournment**

Motion by Smith, supported by Alomary to adjourn at 6:57 pm. Motion carried by all members present.

**Note: The next meeting date was changed to Monday, November 14, 2016 at 5:45 pm.**