

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**December 13, 2016**  
**5:15 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, December 13, 2016.

**Members Present:** Greg Hohenberger, Canton Township, Omar Alomary, Pheasant View, Tom Gamache, Fairway Pines (arrived at 5:48 pm), Bill Serchak, Canton Township,

**Members Absent:** Ranson Smith, Fairways

**Others:** Kevin Whitaker, Pheasant View, Tim Kljun, Roadway Manager, Deborah Dooley, Secretary

**I. Call to Order**

Mr. Serchak called the meeting to order at 5:34 pm.

- a. Approval of Agenda  
Motion by Alomary, supported by Hohenberger to approve the agenda as presented. Motion carried by all members present.
- b. Approval of Minutes
  - 1. November 14, 2016  
Minute approval deferred to January meeting.

**II. Financial Activity Review**

**a. Current Reports**

Mr. Kljun stated he emailed the November financials to all Board members. He stated the balance sheet indicates the checking account is currently \$6,079.37 and the reserve is \$577,374. There were no questions from the Board.

**b. Cash Flow Analysis**

Mr. Kljun stated the cash flow analysis is based on the spending habits of the association, plus capital projects going forward. He stated based on the current spending habits the reserve for 2016 will be \$551,857. He stated in 2017 the Board has planned \$510,000 in expenditures. He stated the Board has approved the 2017 Budget. He stated each association within PRRMA will be assessed the same amount of money with the exception of Canton. He stated Canton has a slight modification due to issues with Canton's contribution. There were no questions from the Board.

### **III. Other Business**

#### **a. 2017 Budget**

Mr. Serchak stated the 2017 Budget was approved at the November meeting. He stated the primary activity for 2017 is the construction project. Mr. Serchak stated PRRMA has been in existence since the late 1990's. He stated the first 8 years PRRMA did not do any construction projects and the reserve fund accumulated funds. He stated in the last 7 or 8 years there have been extensive road repairs, asphalt and sidewalks. He stated there were no projects done in 2016. He stated in 2017 the project includes sidewalks, curbs and asphalt. Mr. Serchak stated PRRMA will address flow areas not flowing. He stated concrete work will be approximately \$88,000, curb and gutter will be approximately \$120,000 and the remainder will be asphalt repair.

#### **b. 2017 Construction Project**

Mr. Serchak stated he has contacted Spalding DeDecker and invited them to come to the PRRMA January meeting to present to the Board the items to be bid out. He stated the sidewalk and curbs have been marked and PRRMA's focus at the January meeting will be asphalt. Mr. Serchak distributed to the Board a bid from Hutch that did a asphalt project for Canton to give members some idea of pricing.

Mr. Whitaker inquired on how the priority is determined on road repairs. Mr. Serchak stated every other yearn Spalding DeDecker complete a PASER rating method. He stated the rating is from 0-100. He stated PRRMA has agreed upon a rating of 57. Mr. Serchak stated he will send Mr. Whitaker the guidelines for this method of rating. He stated Spalding DeDecker did a rating for PRRMA earlier this year. He stated the maps were distributed to Board members. Mr. Alomary stated PRRMA should review the maps to determine the exact roads to be repaired.

Mr. Serchak stated he will resend the maps electronically and he would like the Board members to review and either add or subtract according to concerns. He stated with Spalding DeDecker present at the next meeting PRRMA can determine the scope of work for 2017 and task Spalding DeDecker with bidding out the project for the end of January. Mr. Serchak stated PRRMA being a non-profit we are not required to bid out this project. He stated in the past PRRMA has used Nagle Paving, T &M Paving and Al's Asphalt. He stated PRRMA will bid to those three to bid this project out.

Mr. Serchak stated PRRMA will discuss a schedule with Spalding DeDecker. He stated included will be no work during Liberty Fest as well as during school year.

Mr. Gamache arrived at 5:48 pm.

Mr. Gamache inquired if a calendar of timing will be included. Mr. Serchak stated yes, there will be a communication plan also. He stated the PRRMA website and HOA's will be able to notify residents as well. He stated the

contractor will also be notified to make notifications to residents. He stated Spalding DeDecker will be tracking the contractor to make sure they are notifying residents. Mr. Serchak stated this will be disruptive and inconvenient to residents, so communication will be helpful. Mr. Gamache stated in the past residents would move their cars on the street and block the areas where the cement truck needs to be. He stated if the contractor needs access to a certain area they need to barricade that area in advance. Mr. Serchak stated he and Mr. Hohenberger will take a look at the communication plan soon.

c. Monument Repair

Mr. Kljun stated all the monuments that were identified have been contracted and have been completed. Mr. Gamache stated the brickwork near the guard house that was completed is concerning due to the fact that it got cold that evening. He stated we need to check on this to make sure the mortar didn't freeze before it set up. Mr. Kljun stated he would encourage PRRMA to take a look at the monuments on both sides of the roadway in Fairway Pines. Mr. Alomary stated the south end monument entrance to Pheasant View at Windridge may need some attention. Mr. Kljun stated he will give the information to Dan's Custom Brick Work and ask him to advise us on the repairs. He stated all the monuments should be reviewed for repairs. He asked all Board members to report obvious repairs. Mr. Kljun stated, if necessary, PRRMA can have a second round of repairs to monuments next year.

d. Tree Replacement Program

Mr. Kljun stated we have completed the 2016 phase of tree replacements. He stated there is a serious blight on a number of trees along Summit Parkway. He stated PRRMA will get recommendations from experts on replacement trees for this project. Mr. Alomary stated his landscaper has noticed a tree on the southern boulevard needs replacing. Mr. Serchak stated he will leave this agenda item on for 2017. Mr. Kljun stated \$30,000 has been budgeted in 2017 for tree replacements.

Mr. Serchak inquired when PRRMA will receive the audit documents in 2017. Mr. Kljun stated he takes the documents to the auditor in January. Mr. Kljun stated he will advise when the audit is available.

e. Next Meeting Date

The next PRRMA meeting is Tuesday, January 10, 2017 at 5:15 pm. **Please note time.**

Mr. Whitaker inquired on the lighting. Mr. Kljun stated this was discussed at a previous meeting and it was found that that changing all lighting to LED was not efficient. Mr. Kljun stated Pheasant View will get an upgrade to LED on 6 fixtures due to this being an easy fix with unscrewing current bulb and inserting LED bulb with no other changes. He stated this material has been ordered and not delivered as of yet.

Mr. Kljun stated the remainder of the associations use high pressure sodium currently used the entire light has to be replaced. Mr. Alomary stated at his annual Board meeting there is a small group that would like additional lighting. Mr. Kljun stated some time ago he spoke with DTE regarding additional lighting. He stated DTE stated it would cost \$50,000 per intersection for additional lighting. Mr. Alomary stated this group suggested solar lighting. Mr. Serchak stated Detroit Edison has a lighting program (SAD, Special Assessment District) for additional lighting. This SAD is added onto the homeowners taxes for payment yearly. He stated this would be a decision per the association board. Mr. Kljun suggested all residents keep their outside lights on during evening hours for additional illumination. Mr. Gamache stated he changed over his outside lights to LED and it is more than enough lighting for his home. He stated he saw a reduction in his electric utility bill.

**IV. Adjournment**

Motion by Alomary, supported by Hohenberger to adjourn at 6:15 pm. Motion carried by all members present.