

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**April 27, 2017**  
**5:30 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 Thursday, April 27, 2017.

**Members Present:** Kevin Whitaker, Pheasant View, Joe Maltese, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** Greg Hohenberger, Canton Township

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Secretary

**I. Call to Order**

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

- a. Approval of Agenda  
Motion by Whitaker, supported by Hetherington to approve the agenda as presented. Motion carried by all members present.
- b. Approval of Minutes
  1. March 28, 2017 PRRMA Minutes  
Motion by Whitaker, supported by Hetherington to approve the March 28, 2017 PRRMA Minutes as presented. Motion carried by all members present.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun stated he emailed the current financials to all Board Members. He distributed the current Balance Sheet as of April 27, 2017. He stated the checking account is currently \$4,039.40, with a negative Accounts Receivable of (\$4,00) overpayment by Fairway Pines. Mr. Kljun stated when the next invoice is submitted he will make the correction. He stated the Roadway Repair Account is currently at \$686,922.62.
- b. Cash Flow Analysis  
Mr. Kljun stated there are two current liabilities totaling \$14,555.88: this includes the tree program, first phase, fertilizing and insurance of \$167.50 per month.

Mr. Kljun stated he has received two invoices that are not reflected in the Balance Sheet. One for Canton's electric bill for lighting and Spalding DeDecker's final payment of \$11,500. He stated this will reduce the cash available. Mr. Maltese inquired if PRRMA pays for Canton's electricity. Mr. Kljun stated no, PRRMA

does not pay for Canton electricity, it is a pass through. He stated is covers lighting from Summit Parkway to Beck Road and entryway lighting. Mr. Whitaker inquired if there has been any cash flow for 452 Merion. Mr. Kljun stated no cash flow for 452 Merion. Mr. Serchak stated PRRMA has not received a copy of Mr. Denski's contract.

### **III. Other Business**

#### **a. 2017 Construction Project - Bid Evaluation & Selection**

Mr. Serchak stated PRRMA has received 3 bids for the three major components: curb, asphalt and sidewalks. He reviewed the base bid from the three bidders. He stated that the three bidders are not sidewalk guys and therefore their bids are a little higher than normal. Mr. Serchak stated if he removes the sidewalk portion of the bids the contractors are pretty close in bids. He stated Nagle owns their own asphalt plant, making their bid the lowest. He stated the expected time of completion varies from 30-90 days. Mr. Serchak stated Nagle has the most recent experience in the PRRMA roads and has more confidence in their time from of 90 days. He stated Al's bid stated 30 days for completion and he feels that the entire area would be ripped up all at once. He stated T & M has excluded sprinkler repairs during construction. Mr. Serchak stated if PRRMA decides to go with T & M we could see spending 10k - 25k in repairing sprinkler heads. He stated T&M also stated presumed start date in August.

Mr. Serchak stated Mr. Wilson, Nagle Paving, included a well thought out letter in his bid. He stated Mr. Wilson stated he has tried to hold or maintain prices where possible from the PRRMA contract in 2015 with only nominal increases for material and/or labor rate increases. Mr. Wilson stated there is also significant increases in curb for material and labor. He stated there will be more irrigation repairs that they will be responsible for. Mr. Wilson stated there will be additional barricading costs as well. Mr. Wilson stated he will patch curb/gutter cut out in areas that will not have any asphalt repairs, included in curb cost. Mr. Serchak stated he has much more confidence in Nagle time of completion, excluding time for Liberty Fest. Mr. Maltese stated Nagle's bid is \$36,000 more than Al's Asphalt and seems pretty significant for cost to patch curb/gutter cut out asphalt repairs. Mr. Serchak stated this cost is for everywhere the curb is cut, the asphalt will be repaired, not associated with asphalt repairs. Mr. Maltese stated Nagle may have underbid from his last project and increased for his loss. He stated Nagle is still in line with cost.

Mr. Serchak stated Nagle indicated in his letter to PRRMA that he would like to do the concrete work in the areas of asphalt work first. He asked Nagle if they would be heartbroken if the sidewalk was removed from the contract. He stated Nagle stated no, and would not increase the pricing on his asphalt repairs. Mr. Serchak stated the ADA corners would need to be left in the contract. Mr. Serchak stated his recommendation is to remove the sidewalks and go with Nagle.

Mr. Whitaker inquired when is irrigation repairs made during construction. Mr. Serchak stated after cement work is completed, irrigation repairs will be made.

Mr. Hetherington stated it appears that the repairs will not be done until school begins in the fall. Mr. Serchak stated PRRMA may not be able to bid the entire project this year. Mr. Hetherington stated that is his concern. Mr. Maltese inquired why the asphalt and concrete work cannot be done simultaneously. Mr. Serchak stated exactly, this puts the burden on PRRMA to coordinate two separate contractors. Mr. Serchak stated he suggests that PRRMA meet with Nagle and try and get better pricing with a separate contractor for sidewalks. He stated PRRMA needs to discuss with Nagle if there will be a problem with them coordinating with us with a separate sidewalk contractor.

Mr. Maltese inquired why PRRMA is responsible for sidewalks. Mr. Serchak stated the original documents agreement indicate that PRRMA is responsible for sidewalks. He stated PRRMA also has the option to eliminate some sidewalk repair and move till next year. Mr. Maltese stated sidewalk assessments were done in the Fall of 2016 and there is probably additional work since then that needs to be done since no sidewalk work has been done in a couple of years.

b. 452 Merion, Follow-up

Mr. Serchak stated PRRMA agreed to a percentage. He stated it was also agreed upon that it was unclear how this problem of the driveway occurred. He stated a catch basin repair was completed on April 17, 2017. Mr. Serchak stated he met with Mr. Denski on April 6, 2017 at 452 Merion and agreed upon a split of 85%/15%. Mr. Serchak stated Mr. Denski stated he had an itemized contract with Mr. Gaglio. He stated an itemized contract would be beneficial to shop the PRRMA piece and the Denski piece. He stated at the last meeting it was agreed upon that PRRMA would pay a percentage and a hold harmless agreement would be included.

Mr. Serchak stated he forwarded the hold harmless agreement from Canton's attorney and he received a few questions from Mr. Gamache, which he forwarded to the attorney. He stated when the final hold harmless agreement is completed he will forward to Mr. Denski.

Mr. Serchak stated at the last PRRMA meeting it was discussed with Mr. Denski and his attorney that PRRMA representatives would like to be present when the slabs were removed to inspect the base. He stated Mr. Kljun observed today that the slabs were removed without PRRMA notification and it does not appear that the contractor pulled a building permit as well. Mr. Serchak stated Mr. Kljun made some observations. Mr. Serchak stated we can meet with Mr. Denski, and have the hold harmless agreement in place.

Mr. Kljun stated all the driveway flags were all pulled out. Mr. Kljun stated he asked the contractor to describe to him if he noticed any settling of the sanitary

sewer that runs into the property. The contractor stated there was no settling, and mentioned it was 15 feet deep. Mr. Kljun asked the contractor if there was evidence of water coming in through the top of the driveway. He stated the contractor stated no, there was no water coming from the top of the driveway or the sides. He stated the contractor stated the bottom third of the driveway is where the water was present. Mr. Kljun stated the contractor stated there was no gravel base in the driveway and the earth beneath the slabs had eroded in the bottom third of the driveway. He stated the contractor stated in some areas of the cement it was less than 4 inches.

Mr. Serchak stated on the Google Earth Map it clearly shows a new driveway in 2011. He stated PRRMA does not have any of the documentation we have asked for. He stated at the last meeting we discussed with Mr. Denski that PRRMA representatives wanted to be present when the slabs were removed. He stated PRRMA also wanted grouting near the catch basin when opened. Mr. Kljun stated Mr. Denski's attorney should have complied with the PRRMA agreement. Mr. Maltese stated maybe PRRMA should not have committed until the area was observed upon removal. He stated PRRMA has met all of their commitments' up to this point and clearly Mr. Denski has not.

Mr. Maltese stated he feels only one person, Mr. Serchak, should deal with all communication with Mr. Denski. Mr. Serchak stated he will be handling all communication with Mr. Denski and keep all Board members informed of any issues.

Mr. Maltese stated he feels that sidewalks are more important than tree and sign replacements. He stated since no money was spent on sidewalks last year it needs to be done this year. Mr. Serchak stated PRRMA can increase the budget for additional concrete issues.

Mr. Serchak stated PRRMA Board Members can meet with the bidders individually before a selection is made. He stated he will set up meetings with the contractors.

Mr. Serchak stated this is a drainage issue at 500 Merion. Mr. Maltese stated the resident drains their pool causing the issue.

- c. Next Meeting Date  
The next PRRMA meeting is scheduled for Thursday, May 4, 2017 at 5:30 pm.

#### **IV. Adjournment**

Motion by Whitaker, supported by Maltese to adjourn the meeting at 6:57 pm. Motion carried unanimously.

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**May 3, 2017**  
**5:30 p.m.**

A special meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors was held at the Administration Building, Leisure Services Conference Room on Wednesday, May 3, 2017.

**Members Present:** Haydn Notestine, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** Greg Hohenberger, Canton Township

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Rob Wilson, Nagle Paving

**I. Call to Order**

Mr. Bill Serchak called the meeting to order at 5:35 pm.

**II. Review Bid with Rob Wilson, Nagle Paving**

Mr. Wilson confirmed that completion of the paving would be 90 days. He stated he would remove curb and sidewalks where paving is being milled and repaved and done upon completion of the asphalt work.

Mr. Wilson stated he would limit closures and maintain open access for residents. He stated he would send letter to homeowners indicating when, why and approximate amount of time for concrete work being done. He stated it would take 2-3 days for concrete to be poured upon removal of old concrete. He stated he estimates 30 days for all concrete work to be completed. He stated weather conditions will however be a factor for completion. Mr. Serchak stated Mail carriers, transportation, and garbage pickup will be contacted and signage and banners will be placed.

Mr. Serchak stated the contractor chosen will need to cease work during Liberty Fest. Mr. Wilson stated that will not be a problem.

Mr. Wilson stated all grass and irrigation issues will be repaired.

Mr. Serchak stated invisible fences will be excluded from repairs. He stated this will be included in the communication plan for all residents.

Mr. Wilson stated he has done asphalt and concrete work for PRRMA 3 or 4 times in the past. He stated he lives in Canton and this project is important to him. He stated he will personally be on site twice per day to supervise work.

Meeting was adjourned at 6:30 pm.

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**May 9, 2017**  
**5:30 p.m.**

A special meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors was held at the Administration Building, Leisure Services Conference Room on Tuesday, May 9, 2017.

**Members Present:** Haydn Notestine, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways, Greg Hohenberger, Canton Township, Kevin Whitaker, Pheasant View

**Members Absent:** None

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Dave Coppola, Al's Asphalt Paving

**I. Call to Order**

Mr. Bill Serchak called the meeting to order at 5:31 pm.

**II. Al's Asphalt Paving Bid Review**

Dave Coppola, Al's Asphalt Paving, stated the proposed bid indicated 30 working days to complete project. He stated he has done PRRMA road repairs a couple of years in a row a few years ago. He stated mill and replacement would take less than one week. He stated concrete would take 2-3 weeks, beginning with concrete and road repairs afterwards. He stated this is all subject to weather, of course. He stated their maybe some overlapping with concrete and asphalt.

Mr. Coppola stated there is no problem with not working during Liberty Fest. He stated work will be stopped 5 days before Liberty Fest.

Mr. Coppola stated he could begin next week with sidewalks/curbs and completed by Memorial Day. He stated mill and repaving would begin after the Holiday.

Mr. Serchak stated school will be in session until the middle of June. Mr. Coppola stated only one entrance would be closed at a time. He stated irrigation repairs are included in the bid and his crew is very careful. He stated the biggest problem with irrigation is if the line is too close to the curb and the saw cuts through the irrigation line.

Mr. Coppola stated the concrete material is from Flat Rock, Messina and the asphalt is from Cadillac or Ajax.

Mr. Coppola stated PRRMA had some sandwich board signs in the past that were used, and stated they also have signs to be used. He stated signs and notification to the residents is done approximately one week prior to work being done in their area. He stated door hangers are done 1 day before work begins.

Mr. Coppola stated there is an option if someone is blocked in their garage when work begins.

Mr. Coppola stated broken concrete is hauled away as created. He stated on garbage day there will be no work done.

Mr. Coppola was excused from the meeting.

Motion by Notestine, supported by Whitaker to hire Nagle Paving for 2017 Pavement, Curb and Sidewalk Improvement. Ayes: Notestine, Whitaker, Serchak Nays: Hetherington, Hohenberger. Motion carried 3-2

Mr. Serchak stated he will schedule a Pre-Construction Meeting. Mr. Serchak stated please send all additional sidewalk issues to him.

Motion by Hohenberger, supported by Hetherington to adjourn at 6:35 pm. Motion carried unanimously.