



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

April 8, 2025

Zoom Meeting

6:00 p.m.

Members Present: Greg Hohenberger, Canton Township, Robert Aitken, Fairway Pines, Kevin Whitaker, Pheasant View, Carl Yoder, Fairways

Members Absent: None

Others Present: Mike Sheppard, Manager, Deborah Dooley, Secretary, Charles Larocque, Canton Township

I. Call to Order

Mr. Hohenberger called the meeting to order at 6:02 pm.

- a. Approval of Agenda
Motion by Whitaker, supported by Yoder, to approve the agenda adding IV. New Business, c. Pothole Repair. Motion carried unanimously.
- b. Approval of March 11, 2025 PRRMA minutes.
Motion by Whitaker, supported by Yoder to approve the March 11, 2025 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. 2025 Budget
Mr. Sheppard stated the interest revenue for March is a little under \$2,000. He stated the invoices went out for the first quarter dues for the associations and Canton Township. He has received all dues except for Fairway Pines. He will enter the dues on the revenue side for the month of April. Mr. Aitken stated he will follow up with his association to submit the dues for Fairway Pines. Mr. Larocque inquired if Mr. Sheppard will send him the amount Canton Township has to pay so he can ensure this amount will be included in the budget for 2026. Mr. Whitaker inquired if the dues payments can be received electronically. Mr. Sheppard stated he is sure he could with QuickBooks. He stated he can investigate this option further. Mr. Sheppard stated we can also explore sending 1 for 2 checks per year for dues. He stated he has received one invoice for the reserve capital program from

Spalding DeDecker for the Beck Road entrance design. He stated PRRMA has Wayne County approval.

b. Cash Flow Analysis

Mr. Sheppard stated he has posted January – March actuals. He stated he did cash checks on April 1st. He stated he will probably receive invoices from Spalding DeDecker in April or May. He stated this projects us having \$95,000 balance in reserve at the end of 2025. Mr. Sheppard stated that with all three subdivisions and Canton, we bring in \$392,000 per year.

Mr. Whitaker inquired whether PRRMA is still going to be looking at a reserve analysis in the future. Mr. Sheppard stated that with only approximately \$100,000 in the reserve by the end of 2025 we may just need to focus on what projects we will be able to complete in 2026. He stated at this time we don't know the cost of the projects for 2025.

Mr. Sheppard stated the audit came through and Mr. Hohenberger has signed, and he will mail to the IRS this week. He stated the auditors suggested making a motion to move the operating fund balance to the reserve fund. He stated the budget may be a little high on the operating side and he will tweak that as the year goes on. He stated if we do raise the dues by another 10% next year we will move and keep the operating fund flat.

Mr. Whitaker inquired if the financials over to the web site. Mr. Sheppard stated yes, if everyone wants to do this monthly.

III. Old Business

a. Bids

Mr. Sheppard stated he spoke with Jake, Spalding DeDecker and the full asphalt package will be completed on April 11, 2025 and bidding out. He stated the full concrete package will also be available on April 11th and Rotundo will be the bidder to quote this portion of the project. This will also allow PRRMA to receive the same township prices. Mr. Sheppard stated we can place a minimum of two weeks on the bidders to respond. Mr. Larocque stated we should probably send bid packages to other contractors that will be doing the work in Canton, as they will also be in the area. Mr. Sheppard will also ask for their work plan and schedule to be in their response.

IV. New Business

a. Myler & Szczuypka, P.C. Resolution
RESOLUTION OF PHEASANT RUN ROAD MAINTENANCE
ASSOCIATION

RE: EXCESS INCOME APPLIED TO RESERVES

WHEREAS, the Association is a Michigan nonprofit corporation duly

organized and existing under the laws of the State of Michigan: and,

WHEREAS, the members desire that the corporation shall act in full accordance with the rulings and regulations of the Internal Revenue Service:

NOW, THEREFORE, the members hereby adopt the following resolution by and on behalf of the Association:

RESOLVED, that any excess of membership income over membership expenses for the year ended December 31, 2024, shall increase the replacement fund assessment for the subsequent year and reduce the operating assessment as provided in IRS Revenue Ruling 70-604. This shall be applied against the subsequent year membership assessments as provided by IRS Revenue Ruling 70-604.

This resolution is adopted and made part of the minutes of the meeting of April 8, 2025.

Motion by Hohenberger, supported by Yoder to approve the resolution of Pheasant Run Road Maintenance Association Re: Excess Income applied to Reserves. Motion carried unanimously.

BY: _____
President

ATTESTED: _____
Secretary

Mr. Sheppard stated the total amount in excess is \$38,965.

b. Tree Replacements

Mr. Whitaker stated he contacted Zack Michelle regarding tree replacements. He stated he would sell PRRMA 25 trees at a minimum, at the same price he sells to Canton. Mr. Whitaker stated his HOA needs to replace trees on the berm on Beck Road but does not need 25 trees. Mr. Michelle stated if PRRMA purchases trees, there would be no minimum. Mr. Whitaker stated he would not have trees available until August. He stated he is not sure of the variety of trees available. Mr. Aitken inquired if PRRMA has a need for any trees. Mr. Hohenberger stated they lost a lot of trees on Summit Parkway last year when the tornado came through the area. Mr. Whitaker stated if all would bring up to their HOA's and confirm if there are any trees needed. We can report back at the next meeting.

c. Pothole Repairs

Mr. Aitken stated a homeowner brought this to his attention that there are potholes on Glengarry. He investigated and there is a fair amount. Mr. Hohenberger stated he sent an email to the Park's Supervisor to get the name

of the vendor used in the past and the price. He asked the Board members to get a list of locations for pothole repairs.

d. Next Meeting Date

The next meeting date is Tuesday, May 13, 2025 at 6:00 pm.

Mr. Hohenberger stated we will have bids to review. He stated he will speak with Spalding DeDecker to see how quickly we need to move on to this project. He stated we can always call a special meeting if necessary.

V. Adjournment

Motion by Yoder, supported by Whitaker, to adjourn the meeting at 6:40 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming