

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

January 9, 2024

Zoom Meeting

6:00 p.m.

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

Members Absent: None

Others Present: Tim Kljun, Jim Hegarty, Deborah Dooley

I. Call to Order

Mr. Hohenberger called the meeting to order at 6:01 pm.

a. Approval of Agenda

Motion by Whitaker, supported by Yoder to approve the agenda as presented.
Motion carried unanimously.

b. Approval of Minutes

i. December 12, 2024 PRRMA Minutes

Motion by Yoder, supported by Whitaker to approve the December 12, 2023 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated the Balance Sheet as of December 31, 2023 has been corrected from the \$1,500 error from November. He stated this operating account error was due to Canton and Fairways contributing to the maintenance of the well and was not added to the balance sheet. He stated he will send via email a corrected copy of the November Balance sheet to all members.

Mr. Kljun stated the current assets total \$550,268.61, and checking account total is \$24,583.91, as of December 31, 2023. He stated since December 31, 2023 and today a number of checks have been cashed, reducing the checking account quite a bit.

Mr. Kljun stated he will send the current balance sheet to all members.

b. Cash Flow Analysis

Mr. Kljun stated he will send the cash flow analysis as soon as it is completed.

III. Old Business

a. Update on Sidewalk Repairs Letters

Mr. Hohenberger stated the Township Attorney stated there are no legal issues for PRRMA to repair sidewalks on Beck, Canton Center and Cherry Hill. He stated it would need a motion for PRRMA to repair the sidewalks. Mr. Kljun stated no money has been spent to repair any sidewalks on Beck, Canton Center or Cherry Hill. Mr. Kljun stated he will review the documents and get a total and a breakdown for each subdivision. Mr. Hohenberger stated a slight issue is that PRRMA will be paying for all three subdivisions and not benefiting from this account. Mr. Yoder stated we could not get any better price than from Rotundo, who does the Township. Mr. Aitken inquired if a formal motion will be presented at the next meeting upon receiving the final amounts for sidewalk repairs. Mr. Hohenberger stated yes, once we have the full dollar amount a motion can be presented.

Mr. Kljun stated Mr. Yoder brought up an issue with the sidewalk damage from the golf cart resurfacing. Mr. Larocque requested Mr. Kljun to send him pictures and location and he will have them fixed upon work to begin in the spring. He stated it will be a different contractor, but PRRMA will not have to pay for it.

b. Update on Outlet Repair on Fairway Pines Monument

Mr. Kljun stated he is not sure it is an outlet problem. He stated he feels it was an overload issue, with all the decorations. He stated it only happened in one location, He will continue to investigate.

c. 351 Country Club Court Driveway Update

Mr. Kljun stated he understands there was an underground water leak at this location. Canton Township made the repairs. Mr. Hohenberger stated he sent an email to the Municipal Services Director to get an update on the water line repair. Mr. Hohenberger stated Municipal Services had to tear out concrete to repair the water line. He stated the Township will replace any concrete that was torn out. Mr. Hohenberger stated there is water pooling in front of the driveway also prior to this water main issue. He stated the plan is to have Spalding DeDecker go out and look at the area and provide a recommendation on how to effectively repair the area. He stated that section of roadway is slated for repair in 2024.

IV. New Business

a. Fraudulent Check Affecting PRRMA

Mr. Kljun stated in November a fraudulent check was cashed by the bank and PRRMA was charged for this check for \$9,150. He stated he has all the documents for the bank to review. He stated he met with Mr. Hohenberger, and he suggested we contact the Canton Police. He stated he met with a police officer to file a complaint. He stated he received a call today from a

Canton Detective, who has been assigned this complaint.

Mr. Kljun stated one of PRRMA's checks was stolen. He stated a check was written to Van Buren Electric for \$9,150 and mailed via USPS. Somehow the check got into someone's hands, and they copied the check onto a blank sheet of paper, altered, and copied all of the data with the exception of the address, which was changed and addressed to themselves. The check was cashed in Georgia. He stated he will keep everyone informed. Mr. Aitken stated it seems the bank made a mistake in cashing the check and should refund the money to PRRMA's account. Mr. Hohenberger stated Van Buren has been paid. Mr. Hohenberger stated the bank has a policy of reporting fraudulent checks within 30 days. This check was cashed at the end of October. We have filed a 2nd claim. We will keep the members informed of the process.

b. Repair Summit Parkway Streetlights

Mr. Hohenberger stated Canton's Facility Maintenance Team is working on this currently, with their 3rd vendor. He stated there is a break somewhere underground of the electrical line. They were unable to identify where the break is located. The next step is to begin digging to find the break. It may be a longer-term fix. The costs so far have been over \$10,000 to identify the problem without even fixing the problem. Mr. Hohenberger stated they have scanned the line trying to locate the break with no results.

c. Pleasant View Street Signs Repair

Mr. Whitaker stated he did a survey of the signs, and they are beginning to fade. He stated the worse signs are along Beck Road and at Beck and Glengarry. He stated he did have a conversation with Jay, Mailboxes by Bob, there is an option to purchase signs that slip into the sign holder with replacing the entire signpost. He stated that currently the signs are black metal, with the street name embossed on the sign. Mr. Hohenberger stated that the members need to inventory their subdivision signs for locations to purchase at the same time. Mr. Whitaker has a picture of the proposed sign from Jay. Mr. Hohenberger stated all signage needing to be replaced with locations need to be emailed to Mr. Kljun, Mr. Kljun stated those signs were updated to metal from wood in 2011.

d. PRRMA Financial Management Overview

Mr. Hohenberger introduced Jim Hegarty who will be a backup to Mr. Kljun. He stated we were looking for someone who could learn all the historical background and financial background of PRRMA and be Mr. Kljun's backup when needed. Mr. Hegarty stated he has lived in Pheasant View since 2006 and is also on the Pheasant View Board of Directors. He stated he currently works full-time and mostly works from home. He has a bachelor's degree with a major in Communications and a minor in accounting. He has a master's degree in administration.

Mr. Hohenberger stated he will work on a contract for Mr. Hegarty, knowing

this will be an added expense for PRRMA.

e. Next Meeting Date

Next meeting date will be Tuesday, February 13, 2024 at 6:00 pm.

V. Adjournment

Motion by Yoder, supported by Whitaker to adjourn the meeting at 6:59 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming