



**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**

Canton Administration Building

January 13, 2026

Microsoft Teams Meeting

**6:00 p.m.**

**Members Present:** Carrie Thomas, Canton Township, Charles Larocque, Canton Township, Robert Aitken, Fairway Pines, Kevin Whitaker, Pheasant View, Carl Yoder, Fairways

**Members Absent:** None

**Others Present:** Mike Sheppard, Manager, Deborah Dooley, Secretary

I. Call to Order

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

- a. Introducing Carrie Thomas, Engineering, Parks and Recreation Supervisor. Ms. Thomas has been with Canton Township for 2.5 years.
- b. Approval of Agenda  
Motion by Whitaker, supported by Aitken, to approve the agenda as presented. Motion carried unanimously.
- c. Approval of December 9, 2025 PRRMA minutes.  
Motion by Yoder, supported by Whitaker, to approve December 9, 2025 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. 2025 Budget  
Mr. Sheppard stated Revenues and Expenses are \$674,635.72. He stated PRRMA used \$275,139.78 of the Reserve/Savings.  
  
Mr. Whitaker inquired, since there are still outstanding sidewalk repairs, has Rotundo invoiced complete project or just what has been completed. Mr. Sheppard stated the invoice is for the year and completed.
- b. 2026 Budget  
Mr. Sheppard stated PRRMA approved \$438,704.14 for 2026 projects. This

amount can be increased if PRRMA wishes to add projects for 2026.

The projected roadway work for 2026 will be Fairways Road Work, Fairways Curb and Gutter and Engineering Costs for a total of \$302,855.00.

Mr. Whitaker stated PRRMA needs to define the amount we keep in the Reserve.

Mr. Yoder stated PRRMA will have the \$438,704.14 income for 2026 plus the \$296,904.09 rollover minus the end of year reserve. Mr. Larocque stated so approximately \$538,000. This will cover the remaining sidewalk repairs, road and curb repairs. Mr. Sheppard stated there is \$30,000 budgeted for miscellaneous upkeep. He stated the \$538,000 is for all operating and capital. He stated operating costs come out first. He stated we raised dues to fix things not to put in the bank. He suggests a reserve fund of \$100,000 should be sufficient. Mr. Sheppard stated we should focus on the projected projects we are going to work on in 2026. He stated our focus will be on Fairways or Fairway Pines. Mr. Larocque stated that we have approximately \$500,000 to spend on repairs. He inquired if PRRMA would like to target one subdivision per year, on a three-year rotation. Or would you like to do work in each of the three subdivisions per year. Mr. Aitken stated he believes work should be done in each subdivision per year, with the exception if one subdivision does not need any repairs.

Mr. Yoder stated there is a portion of Glengarry in both Fairways and Fairway Pines that needs repairs. This portion of Glengarry is the most used. He inquired if it would make the most sense to concentrate on Glengarry repairs for road and curb/gutters. Mr. Whitaker stated he feels PRRMA's focus should be on the brown areas of the maps for repairs. He stated Pheasant View needs no work to be done in 2026. He stated Country Club is brown and needs repair. Mr. Aitken stated in his subdivision, Fairway Pines there are various degrees of brown roads to be repaired. Highland Boulevard and Augusta and curbs are in bad condition. He stated curbs adjacent to driveway aprons are in bad condition.

Mr. Larocque stated he will ask Mr. Sheppard to revise the 2026 Budget to show \$500,000 for Capital Improvements. He stated he will go back to Spalding DeDecker and ask for assistance in deciding where the \$500,000 is most needed for projected projects. Also, anywhere asphalt improvements are made, and curb/gutters need repairs, which will be included in costs.

Mr. Larocque stated he and Mr. Sheppard will get estimate from Spalding DeDecker for Glengarry and let the Board members know the results. Mr. Aitken stated he would like a time frame for road work to begin. Mr. Larocque stated time frames can be included in the bid package.

c. Cash Flow Analysis

Mr. Sheppard stated PRRMA will carry over \$296,904.09 from 2025 to 2026. He stated there should not be any outstanding invoices for 2025.

Mr. Sheppard stated in 2025 dues collected were \$392,804.50 and in 2026 dues collection will be \$432,084.95.

### III. Old Business

#### a. Remaining Sidewalk Repairs

Mr. Whitaker stated sidewalks have not been completed and Rotundo needs to step up and do those first in the spring. Mr. Larocque stated he will be in communication with Rotundo for completion of the sidewalks.

Mr. Aitken stated he would also want the sprinklers to be first on the list in the spring so residents can start up their irrigation systems. Mr. Whitaker states the same in his subdivision. Mr. Larocque stated Rotundo will be on top of those issues.

Mr. Yoder stated County workers are beginning to clean out the drains. Mr. Larocque stated yes, the County is doing these drains.

Mr. Yoder inquired if Mr. Sheppard can add a line item for Maintenance and Repairs for the south monument at Beck Road and Glengarry for repairs of the footing that has deteriorated.

### IV. New Business

#### a. 2026 Projects for Fairways and Fairway Pines (cost included) Discussed above.

#### b. Next Meeting Date The next meeting date is Tuesday, February 9, 2026 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