



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

June 11, 2024

Microsoft Team Meeting

6:00 p.m.

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

Members Absent: Greg Hohenberger, Canton Township

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

I. Call to Order

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

- a. Approval of Agenda
Motion by Yoder, supported by Aitken to approve the agenda as presented.
Motion carried by all members present.
- b. Approval of Minutes
 1. May 14, 2024 PRRMA minutes.
Motion by Laroque, supported by Whitaker, to approve the May 14, 2024 PRRMA Minutes as presented. Motion carried by all members present.

II. Financial Activity Review

- a. Current Reports
Mr. Sheppard stated he is going through the boxes that Mr. Kljun left at the Township, focusing on the current information. He stated once he locates the 2023 PRRMA information he hopes to download all the bank statements. The current financial software that Mr. Kljun was using is from 2000-2001. There will most likely be a need to upgrade to Quick Books. He indicated that if the Board would like to access, he can get multiple users.

Mr. Sheppard stated the accounting firm will give him training and allow him to see the setup for the end of year financial review. He stated his goal is to have a financial report and cash flow analysis next month.
- b. Cash Flow Analysis

Discussed above.

III. Old Business

a. PRRMA Management

Mr. Sheppard inquired if PRRMA is currently conducting a sidewalk analysis. Mr. Aitken stated each Board member was requested to review the curbs and sidewalks within their subdivision. Each Board member indicated there were several sidewalk flags indicating repair. However, all three subdivisions stated an increase in curbs crumbling/cracked needing repair. Mr. Laroque stated sections of curbs can be replaced with an asphalt road without damaging the asphalt.

Mr. Aitken stated there were 6-8 homes where the asphalt failed near the concrete. He stated since the repair it looks worse than before. He stated there were also areas where manholes/drains where the sidewalks/curbs need repairs. Mr. Laroque stated if there is damage to sidewalks/curbs adjacent to water valves or sanitary manholes that is the Township's responsibility.

Mr. Whitaker stated we need to discuss with Mr. Hohenberger the next step in this process.

Mr. Whitaker and Mr. Aitken stated they have pooling on sidewalks in their subdivision and wondered if these should be included in sidewalk repairs.

IV. New Business

a. Next meeting date.

Next meeting date will be Tuesday, July 9, 2024 at 6:00 pm.

Mr. Whitaker stated his HOA is having difficulty with homeowners related to curb trees. He stated there are a lot of limbs lower than the 7 feet required height per the Canton Township Ordinance. There have been many forms of notification to these homeowners with no response. Mr. Yoder started to hire a lawn contractor to do the work and bill the HOA. Mr. Whitaker stated the trees are owned by the homeowner. Mr. Laroque stated sometimes the trees in the tree lawn are spelled out in the by-laws of the HOA. Mr. Whitaker stated he will investigate options.

Mr. Aitken stated the Glengarry sign at Canton Center has fallen off and needs to be properly attached. Mr. Whitaker stated that historically the company that has taken care of these issues is Mailboxes by Bob. He stated Jay is the service person Mr. Kljun has dealt with in the past. Mr. Sheppard will take care of contacting Jay.

Mr. Aitken stated there is grass growing in the cracks in the curbs. He inquired if PRRMA has anyone spray to kill this grass growing in these

cracks. An inquiry will be made to find out who has done this in the past.

Mr. Whitaker stated street cleaning was done twice a year in the past.

V. Adjournment

Motion by Whitaker, supported by Yoder, to adjourn the meeting at 6:45 pm. Motion carried by all members present.

Future Agenda Items:

Tree Trimming