



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

December 10, 2024

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 6:05 pm.

- a. Approval of Agenda
Motion by Whitaker, supported by Yoder, to approve the agenda as presented.
Motion carried unanimously.
- b. Approval of November 12, 2024 PRRMA minutes.
Motion by Yoder, supported by Aitken to approve the November 12, 2024 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. 2024 Budget
Mr. Sheppard stated all the revenue has been received, totaling \$371,000 for 2024. He stated total expenses totaling \$338,000 for 2024.
- b. Cash Flow Analysis
Mr. Sheppard stated all HOA's have submitted their last quarter checks. To date PRRMA has received a little over \$14,000 in interest and there still is December to add.

Mr. Sheppard stated on the expense side, we had a large expense to Spalding DeDecker for the PASER update. He stated PRRMA will end the 2024 year with approximately \$520,000 in the reserve account.

Mr. Sheppard stated last year in the audit we did have to pay the IRS, as we took in more than we spent. A certain percentage had to go back to the government as we are a corporation not a non-profit. He stated he will have a better understanding in a year. He stated he will speak with the auditors to see how to help PRRMA in the future.

III. Old Business

- a. Approval of Road Repairs, Sidewalks and Curbs on Summit Parkway, All sidewalks in all Three Subdivisions and the Beck Road Entrance for 2025. Mr. Hohenberger stated the discussion at the last meeting was to review the roadwork for 2025. He stated the discussion was to complete all the roadwork, sidewalks and curbs on Summit Parkway, all sidewalks in the three subdivisions, and the Pheasant View Beck Road entrance for 2025. That work will be tied into the 2025 Budget.

Mr. Whitaker stated if we do all this projected work, we will begin 2026 with \$88,000 in the reserve. Mr. Sheppard stated with the 10% increase in dues will give us additional funds. Mr. Hohenberger stated the auditor guidelines are \$210,000-\$310,000 to have in reserve at the end of future years. He stated we have gone below it, knowing we would catch up in future years. He stated this will be a decision of the Board if we want to wait on some of the work and complete it in future years.

Mr. Aitken inquired if there is an unforeseen expense and there is not enough in the reserve to make the necessary repairs. He inquired if there are any provisions in our PRRMA documents to go back to the HOA's for a special assessment. Mr. Hohenberger stated he has never experienced this, so he would have to investigate this, but a special assessment to be voted on by the HOA's. Mr. Sheppard stated he believes insurance would have some implications as well.

Mr. Whitaker inquired if there are any grants or Federal funds available for such an event. Mr. Yoder stated PRRMA could obtain a bank loan. Mr. Aitken stated to contact a bank and ask if we qualify for a bank loan. Mr. Yoder stated our roads are fairly new. Mr. Hohenberger stated if we take care of Summit Parkway, roads, sidewalks and curbs this year, the other roads are in pretty good shape. He stated just the curbs in Fairway Pines are in bad shape. Mr. Hohenberger stated we need to approve the projects for 2025 and get official quotes and approve the 2025 Budget.

Mr. Aitken stated at his last HOA meeting he discussed the dues increase and the work projected to be completed. His HOA is ok with the increase in dues. He stated his HOA is happy the sidewalks are getting attention but feel the curbs should be at least started. Mr. Yoder stated this is the first time our curbs have been assessed by Spalding DeDecker. He stated they need to be fully aware that Canton also contributes dues to PRRMA. Everyone agrees with the curbs do need attention. PRRMA must be looked at overall, not individual. He stated you will never have enough money to do everything.

Mr. Hohenberger stated what do we not do, if we do the curbs. Mr. Whitaker stated we do not cut the sidewalks. Mr. Yoder stated curbs are just cracked and will not deteriorate in over one year. Mr. Hohenberger stated when we make a motion as a Board, we can include an allocation for curbs in 2026.

Mr. Whitaker stated Pheasant View has 162 homes. He stated their roads are in good condition. His HOA will get an additional increase that they will not see in their subdivision. Mr. Yoder stated you pay for only 162 homes. Other subdivisions have more homes. Mr. Whitaker stated Mr. Aitken's HOA does not see the value of participation. Mr. Yoder stated most residents drive on Summit Parkway. Mr. Aitken stated he would like to address the curbs in 2026. Mr. Laroque stated we had the PASER rating done and we will use this as a tool for future projects. Mr. Sheppard stated Spalding DeDecker has all the files and pictures of the assessments we can ask for those to distribute to all members. Mr. Laroque stated sidewalks are much more scrutinized than curbs, due to people walking on them. He stated when you look at curbs, look for structural damage, crumbling or broken, which will continue to get worse. Mr. Hohenberger stated the roadway surface has areas that are good or bad for a vehicle. Sidewalks have hazards for pedestrians. Curbs and gutters can regulate the flow of water. Mr. Laroque stated curb, and gutter also holds the asphalt in place as well as grass. He stated there are no standards for curbs. He stated the main reason to replace the curbs on Summit Parkway is it is better to replace the curbs prior to replacement of asphalt.

Motion by Yoder, supported by Whitaker to approve the Budget for 2025 and include the roadway, curbs and sidewalks work on Summit Parkway, all sidewalks in all three subdivisions and the Beck Road entrance for 2025. Motion carried unanimously.

Motion by Aitken, supported by Yoder, to prioritize the replacement of curbs for \$100,000 in 2026. Motion carried unanimously.

b. 2025 Budget

Motion by Aitken, supported by Whitaker, to approve the budget not to exceed \$849,614 for 2025. Motion carried unanimously.

c. 2025 Dues Increase

Motion by Yoder, supported by Aitken, to increase the dues 10%. Roll Call Vote: Yeas: Yoder, Aitken, Hohenberger Nays: Whitaker Motion carried 3-1.

Mr. Whitaker stated he would like the dues to be raised 5%.

Mr. Aitken inquired if the bids in the quote from Spalding DeDecker might possibly change with the real bids from contractors. Mr. Hohenberger stated from his experience with Spalding DeDecker they are very accurate. He stated they usually work directly with Nagle. He stated with a large project like this we will get several bidders, and we can decide who we want to hire.

He stated we will get two separate bids, one for curb and roadway and one for sidewalks. In the past PRRMA has worked with the sidewalk contractor that the Township uses to extend their prices to PRRMA. Mr. Sheppard stated if we could get Rotundo to do the interior work, work along Beck Road and the exterior he hopes to get a great price. Mr. Hohenberger stated Mr. Sheppard can start getting the bids ready so we can get on their calendar.

Mr. Sheppard stated he will work with Spalding DeDecker for the designs in December/January. He stated we cannot spend 2024 money on 2025 projects. He stated in January there will be a design phase. He stated the design phase is included in engineering. His goal is to get on Rotundo's and the asphalt contractor's schedule.

IV. New Business

a. Next Meeting Date

The next meeting date is Tuesday, January 14, 2025 at 6:00 pm.

Mr. Hohenberger stated we discussed in the past having someone as a backup for Mr. Sheppard. He stated he feels good with Mr. Sheppard. He does have Mr. Laroque also. Everything is assessable. However, he wanted to discuss it with the Board as someone who applied asked if there was a need for a backup person, he would be interested. There were no concerns by the Board about having a backup person.

V. Adjournment

Motion by Yoder, supported by Whitaker, to adjourn the meeting at 7:05 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming