

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
February 25, 2020
5:30 p.m.

A regular meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors was held at the Administration Building, Leisure Services Conference Room on Tuesday, February 25, 2020.

Members Present: Greg Hohenberger (arrived 5:45), Canton Township, Don Watson, Pheasant View, Gelita Maxwell, Fairway Pines, Bill Serchak, Canton Township

Members Absent: Chad Hetherington, Fairways

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary

I. Call to Order

Mr. Bill Serchak called the meeting to order at 5:37 pm.

- a. Approval of Agenda
Motion by Watson, supported by Maxwell to approved the agenda as presented.
Motion carried by all members present.
- b. Approval of Minutes
 1. January 14, 2020
Motion by Maxwell, supported by Watson to approved the January 14, 2020 Board Meeting Minutes as presented. Motion carried by all members present.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun distributed the financials for February, 2020 to the Board via email.
Mr. Serchak stated he received a revised invoice for the cold patching and he will submit to Mr. Kljun.

Mr. Kljun stated he has received payments from Fairway Pine and Pheasant View. He stated he had already received payment from Fairways. He stated the Balance Sheet indicated the reserve fund is currently at \$318,540. He stated he has received the Township check as well. He stated the projections are in good shape.

- b. Cash Flow Analysis
Mr. Kljun distributed the latest cash flow analysis to Board members. He stated this is slightly different than the end of January cash flow. He stated the major difference is the evaluation of the engineering from Spalding DeDecker. He

stated the original cash flow on January 31st indicated the cash flow would be projected for December of \$92,012. He stated now due to the known actual cost from Spalding DeDecker it is \$83,331 for the end of year 2019.

Mr. Kljun stated the month end will be completed in a few days for the February cash flow with minor changes in accounts and payment differences.

Mr. Kljun stated PRRMA's income projected from each association is as follows:

\$13,000	Pheasant View	quarterly payment
\$24,000	Fairway Pines	quarterly payment
\$20,000	Fairways	quarterly payment
\$86,365	Canton	one time payment

Mr. Kljun explained the budget for 2020 for each element. Administrative Expense projected for 2020. He stated Maintenance expenses, outside roadway and sidewalks, such as sign repair or lighting repairs, small level expenses.

Mr. Kljun stated actual expenses for example: administrative was projected at \$2,966 for January 2020. He stated the actual expense for administrative was \$2,999. He stated Canton's Maintenance expenses were projected at \$701 and the actual was \$805. He stated Maintenance for associations was proposed for \$0 and the actual was \$29.

Mr. Kljun stated the Roadways; sidewalks are projected as the following:

crack sealing in July is variable.

Winter roadway	\$16,000 (variable)
Engineering	\$26,421
Golf Cart Striping	\$ 6,500
PASER Map	\$ 3,000

Mr. Kljun stated it is projected for roadways, sidewalks and the above projections, that the total is \$468,608. He stated is projection is to show the expenditures and the reserve amount at any given month. He stated this will allow PRRMA to know if we have sufficient funding in the reserve for expenditures projected.

Mrs. Maxwell inquired what line item was used for the light and post replacement Mr. Kljun stated this was expended from maintenance. He stated that light and post was fixed on Monday.

Mrs. Maxwell inquired about the cold patch. Mr. Serchak stated the winter road repair cold patch invoice was \$1,500 and it will be expended from winter road repair. He stated there will be additional cold patch coming. Mr. Kljun stated each association has the responsibility to get appropriate items to be repaired on

the list. Mr. Watson inquired if there are any funds associated for sidewalks. Mr. Kljun stated no funds for sidewalks.

III. Other Business

- a. Scope of Work for the 2020 Construction Project
Mr. Serchak stated he received the proposal from Spalding DeDecker for the 2020 Construction Project and it is comparable to past years. He stated Spalding DeDecker knows PRRMA's budget of approximately \$393,000. He stated PRRMA made need to do sidewalks.

Mr. Serchak stated some sidewalks were replaced in the 90's, and 2000's with the most significant amount completed in 2017. He stated PRRMA still has residual issues. He stated Fairway Pines has a number of significant locations and Pheasant View has a build up on the sides of sidewalks causing flooding. He stated if the Board wants to do sidewalks in 2020, he is supportive of this.

Mr. Serchak stated the drawings incorporate a two year roadway repair cycle for 2019/2020. He stated PRRMA did a PASER rating in 2017. He stated the Board met with Spalding DeDecker and Nagle and indicated PRRMA wanted to implement a two-year cycle for 2019-2020. He stated the brown areas on the map were completed in 2019. He stated there were fair amounts in Fairway Pines to be completed in 2020. He stated PRRMA added Merion in 2019 and dropped a portion of Summit Parkway.

Mr. Serchak stated the PASER rating does not call out specific locations. He stated this is not a perfect method, but a good way to compare roadways. He stated at the end of 2018 a program was planned for 2019/2020. He stated he would like to do the projects projected for 2020 including entrances in Fairways and some intersections in Pheasant View. He stated if we tally up these roadway repairs we do not have a lot to assign to sidewalks. He stated Nagle is not a sidewalk contractor. He stated he would suggest hiring a sidewalk contractor to do any replacement/repairs for this year. He stated PRRMA has replaced sidewalks in the past. He stated he would be comfortable with projecting approximately \$50,000 for sidewalks in 2020 at a minimum. He stated this would have to eliminate roadway scheduled for 2020. Mr. Hohenberger stated it was discussed that PRRMA would not project much in repairs for 2021, due to a low reserve. He stated PRRMA could come back in 2022 once the reserve is built up.

Mrs. Maxwell inquired how far \$50,000 will go in sidewalk repairs/replacements. Mr. Serchak stated \$50,000 would replace approximately 3,800 square feet at \$13 per foot, 153 slabs. Mr. Watson stated most sidewalks in his sub could be lifted. Mrs. Maxwell stated in her sub as well. Mr. Watson stated his sub has trip hazards and pooling. He stated 41 residents are on his list for sidewalk issues.

Mr. Serchak stated PRRMA can hire a consultant to catalog issues with cost. He stated obviously \$50,000 is not enough. Mr. Hohenberger stated do the vast

majority of roads and take \$20,000 to test lifting sidewalks. He stated in 2021 do a larger sidewalk project.

Mr. Watson stated he is ok with deferring the roadwork in Pheasant View. He stated and use these funds for sidewalks in 2020.

Mr. Hohenberger stated Spalding DeDecker is planning on doing the PASER and we could also have someone assess the sidewalks. Mr. Serchak stated he can get a quote for Spalding DeDecker to do the assessment. He stated we could limit their assessment in Pheasant View to just the sidewalks, either lifting or replacement. He stated they could do a small project with lifting in 2020 and a larger project in 2021. Mr. Serchak stated the question will be if Nagle will hold their pricing. Mr. Hohenberger stated his concern is that the \$50,000 we use now for sidewalks may be \$75,000 for the road work in 2021. Mr. Watson inquired if we can get a quote for the lifting of the sidewalks. Mrs. Maxwell stated she would like an assessment of the sidewalks in Fairway Pines, even if we do not fix anything in 2020. She stated trip hazards are potential law suits.

Mr. Kljun stated the contributions for each subdivision and Canton were based on the fact that they would not have an increase. He stated the cash flow is very important for projections. He stated the Board needs to decide if they want to increase the contribution by 10% to be able to fund the sidewalks. He stated there has been no increase in dues since 2017. Mr. Kljun stated the Board decided to not allow the reserve to fall below \$240,000.00. Mr. Serchak stated by the end of the year, PRRMA typically spends most of the reserve. He stated the question is; what would we use this reserve for in the interim between construction seasons. He stated this would include a catastrophic failure, such as storm pipe collapsing. He stated the current Board agreed that PRRMA does not actually need \$240,000 in the reserve. Mr. Hohenberger stated the Board knew PRRMA would dip below the minimum amount with the two year cycle and year three would bring PRRMA back up to the minimum reserve. Mr. Kljun stated PRRMA will spend \$350,000 on roadway work this year.

Mr. Serchak stated he would like to get Spalding DeDecker to do the PASER rating and do a cost only to assess the sidewalks in total for Pheasant View. Mrs. Maxwell inquired if they will consider lifting. Mr. Serchak stated yes, lifting will be considered where applicable. Mr. Hohenberger inquired what the cost might be to assess the cost for sidewalks. Mr. Serchak stated approximately \$10,000-\$15,000 for Spalding DeDecker to assess the cost for sidewalks. He stated this process is labor intensive.

Motion by Hohenberger, supported by Watson to approve Spalding DeDecker's proposal to assess the roadways. Motion carried by all members present.

b. Tree Trimming

Mr. Kljun stated along Glengarry Road and Beck Road that some of the trees are at a point where the landscaping crews cannot get their equipment in to maintain the grass. He stated he has no more specifics other than word of mouth. He stated we may need to address this later and can be paid out of the maintenance budget. It was discussed that this is the reason PPRMA needs a healthy reserve.

c. Sidewalk Program

Discussion in III. a. Scope of Work for the 2020 Construction Project

Mr. Hohenberger stated the major issue currently is the pooling of water. Mrs. Maxwell stated it needs to be assessed while raining. Mr. Serchak requested Mr. Watson send the 41 residents addresses as a starting point for Spalding DeDecker to assess. Mr. Kljun stated the 41 residents in Pheasant View are 25% of the total homeowners. Mr. Hohenberger stated this is why it needs to be assessed. Mr. Serchak stated he will have Spalding DeDecker come in March to perform the PASER rating, sidewalks, concrete and lifting. Mr. Kljun stated we need to identify sidewalks and get cost for lifting.

Mr. Serchak stated he will email the maps to Mrs. Maxwell and Mr. Watson.

d. Next Meeting Date

The next meeting date is scheduled for March 31, 2020.

IV. Adjournment

Motion by Hohenberger, supported by Maxwell to adjourn the meeting at 6:44 pm.
Motion carried by all members present.