



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

April 9, 2024

Zoom Meeting

6:00 p.m.

Members Present: Greg Hohenberger, Canton Township, Robert Aitken, Pheasant View, Carl Yoder, Fairways

Members Absent: Charles Larocque, Canton Township, Kevin Whitaker, Fairway Pines

Others Present: Tim Kljun, Jim Hegarty, Deborah Dooley

I. Call to Order

Mr. Hohenberger called the meeting to order at 6:02 pm.

a. Approval of Agenda

Motion by Hegarty, supported by Yoder to approve the agenda as presented.
Motion carried by all members present.

b. Approval of Minutes

1. March 12, 2024 PRRMA Minutes

Motion by Yoder, supported by Aitken to approve the March 12, 2024 PRRMA Minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated the Balance Sheet indicates PRRMA has \$11,655.30 in the checking account. He indicated two checks have been paid and a debit of \$199.33 from Auto Owners.

Mr. Kljun stated the reserve account stands at \$666,554.15.

b. Cash Flow Analysis

Mr. Kljun stated that the reserve account in December 2024 is projected to be \$400,067. He stated the projected maintenance is \$3,500 for crack sealing. The projected roadway work is \$335,191 for 2024. Mr. Hohenberger stated PRRMA is working with Spalding DeDecker to review additional areas for repairs to increase the amount another \$50,000 to \$70,000. Mr. Kljun will

reach out to Spalding DeDecker for additional scope of work. Mr. Hegarty inquired if some extra money could potentially go for internal sidewalks. Mr. Kljun will look at the projections and email the Board.

Mr. Yoder inquired if there was a start date for road resurfacing. Mr. Kljun stated he received a notification that they wanted it to be finished by Memorial Day. Mr. Hohenberger stated the cart paths will begin in the spring and just waiting for a start date. He stated all 18 holes are being done. He stated the work will be done Monday-Friday, dawn to 3:30 pm finishing in time for the evening leagues. He stated the south will be the most challenging. Mr. Aitken inquired if the homeowners will be notified when work will begin. Mr. Hohenberger stated Nagle will notify homeowners with flyers when road repairs begin so they can make arrangements for vehicles in roadway and out of garages. He stated the golf cart work, homeowners will not be notified. He stated Board members can notify the HOA's when work will be done in the spring. No date has been determined as of yet.

III. Old Business

- a. Update on Outlet Repairs Fairway Pines Monument
Mr. Kljun stated Van Buren indicated the problem may be the receptacle or the plug. Van Buren is working on this and will replace the receptacle.
- b. Spalding DeDecker Follow-up on 351 Country Club Court Driveway
Mr. Hohenberger stated Spalding DeDecker indicated this will need a rebuild of that area. He stated Nagle will complete this in the summer when they are out with the paving project.
- c. Update on Summit Parkway Streetlights
Mr. Hohenberger stated he received another update. He asked for another status update and the contractor stated it will be completed in the next month.
- d. Interior Sidewalk Areas for Repairs
Mr. Kljun stated PRRMA will repair what Canton has identified, as well as the cart path in Fairways.

Mr. Aitken stated he was under the understanding that the HOA's were to identify interior sidewalks to be repaired. Mr. Hohenberger stated yes, this is for the interior sidewalk repairs to be identified by the HOA's. Mr. Kljun stated he will send the standards for sidewalk repairs to each Board member. Mr. Kljun stated the HOA's need to identify addresses and locations of sidewalks to be repaired. He stated that a contractor will be hired to replace these flags indicated. Mr. Hohenberger stated he emailed a link to the Township Sidewalk Program specifications. He stated each HOA notifies Mr. Kljun of all locations. He stated a dot could be spraypainted on each flag.

Mr. Aitken stated a homeowner contacted him regarding a concrete curb that is deteriorating. He inquired if this can be included. Mr. Hohenberger stated

yes, this should be included in the concrete repairs. Mr. Aitken inquired if the apron to the driveway is included. Mr. Hohenberger stated no this is the homeowner's responsibility. Mr. Yoder indicated the contractor will work with homeowners to replace additional concrete work, which is the responsibility of the homeowners.

e. Fairway Pines Potholes

Mr. Kljun stated that Fairway Pines has sent a list of several potholes. He stated he has not had a response from any other association. He stated the contractor is ready to proceed. Mr. Yoder indicated he will send his list. Mr. Hegarty stated he will inform Mr. Whitaker to send his list to Mr. Kljun.

IV. New Business

a. Business Manager Scope of Work

Mr. Hohenberger stated 5 or 6 people have shown an interest in applying for the Business Manager position. He stated he is proposing to send a Scope of Work to those interested with a date to reply. He stated they can submit a resume including their outline of experience. He stated Mr. Kljun is willing to stay on till we find a replacement.

Motion by Yoder, supported by Hegarty to authorize only one signature on the checks after Mr. Hohenberger's review of supporting documents and electronic approval. Motion carried by all members present.

Mr. Hohenberger stated PRRMA will pay for the successful applicant to be bonded.

The Scope of Work was reviewed by the Board.

Mr. Hohenberger stated a deadline for submittal will be included in the Scope of Work. The return applications with resume/work experience will be sent to the Board to evaluate.

Motion by Yoder, supported by Hegarty to finalize the Scope of Work for Business Manager, send document to applicants with blind copy to all Board members for a response within 3 weeks from the applicant. Motion carried by all members present.

b. Golf Cart Crossings Improvement

Mr. Hohenberger stated he received a document from the Township Engineer, who does all the township sidewalk program. He stated the same contractor will do the sidewalks on the crossings. He stated a map will be emailed to Board members showing concrete with ADA if applicable.

c. Next Meeting Date

Next meeting date will be Tuesday, May 14, 2024 at 6:00 pm.

V. Adjournment

Motion by Hegarty, supported by Yoder to adjourn the meeting at 7:28 pm. Motion carried by all members present.

Future Agenda Items:

Tree Trimming