



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

Canton Administration Building

December 9, 2025

Microsoft Teams Meeting

**6:00 p.m.**

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

**Members Absent:** None

**Others Present:** Mike Sheppard, Manager, Deborah Dooley, Secretary, Jim Hagerty, Pheasant View

**I. Call to Order**

Mr. Larocque called the meeting to order at 6:08 pm.

- a. Approval of Agenda  
Motion by Yoder, supported by Whitaker, to approve the agenda as presented.  
Motion carried unanimously.
- b. Approval of November 18, 2025 PRRMA minutes.  
Motion by Whitaker, supported by Aitken, to approve the November 18, 2025 PRRMA Minutes as presented. Motion carried unanimously.

**II. Financial Activity Review**

- a. 2025 Budget  
Mr. Sheppard stated the 2025 Budget is through November 2025. He stated all dues from Fairways, Fairway Pines, Pheasant View and Canton were received. He stated revenue received to date is \$96,507.52. Interest received to date is \$6,513.56. He stated expenses to date are \$406,249.00. These include Summit Parkway Roadway Repair and curb, sidewalks, Beck Road entrance, sidewalk repairs on Cherry Hill and Spalding DeDecker for engineering. He stated there are sidewalk repairs ongoing with Rotundo.

Mr. Sheppard stated there was a problem with Rotundo invoicing the HOA's. One HOA paid the invoice; he will reimburse the HOA this month. He stated he will have those invoices voided and PRRMA will be paying directly to the Township. He stated we had many add-ons for Rotundo, which made it

difficult to get the work done before the weather made it impossible to finish. He stated there are more invoices to receive and hopes to get them by the end of the year.

Mr. Whitaker stated that when Cherry Hill sidewalks were done the HOA's were burdened with this expense. When Mr. Sheppard credits the HOA's this will be resolved. Mr. Sheppard explained the issue that was created by the contractor using the parcel ID or Sidwell which directed them to the HOA's. He stated they needed to bill PRRMA directly. We are working this out with the contractor.

Mr. Hagerty inquired if PRRMA had received the invoice for sidewalks. Mr. Sheppard stated they have not received the invoice for sidewalks.

b. Cash Flow Analysis

Mr. Sheppard stated he did not have the first dues payment from Fairway Pines in his spreadsheet. He will make that adjustment and PRRMA will end with approximately \$250,000 in the reserve at the end of 2025.

III. Old Business

a. Rotundo Update

Mr. Larocque stated there was a question regarding a homeowner's pavers, and this issue has been resolved. He stated Rotundo is finished with sidewalk repairs for the year.

Mr. Whitaker stated Rotundo did not complete all of Pheasant View's sidewalks that were marked. He stated the old flags have not been removed. Mr. Larocque stated Rotundo will continue in the spring. Mr. Whitaker stated Crowndale was not touched. Mr. Hagerty stated his guess is 25-30% were not touched. Mr. Whitaker stated he had sidewalk flags replaced at his house and the cement looks good. He stated that there are gaps on either side of the sidewalk from the wood forms. Mr. Larocque stated that restoration will be addressed in the spring including sprinkler damage. He requested the Board keep a list of those to report back to him with an email to be repaired in the spring.

b. 2026 Budget (Dues Increase)

Mr. Sheppard presented to the Board a spreadsheet with numbers with and without a 10% increase for 2026. In 2026 with no increase, and potentially doing Fairways Road work, curb and gutter and engineering cost PRRMA would need \$399,423.69. This amount also includes the expenses that occur each year. Without an increase of 10% to the dues, there would be no savings to our reserve fund. With a 10% increase to dues, PRRMA would have savings of approximately \$39,280.45 added to the 2025 yearend reserve of \$221,082.00 would leave \$260,362.45 in the reserve. This would allow PRRMA to be a little over the projected amount of reserve funds. Mr. Hagerty stated there is no end of the year amount stated in the by-laws for the

reserve fund. Mr. Whitaker stated there is a matrix on the website describing Canton, PRRMA and HOA's responsibilities. He stated the Board needs to look at this for clarification. He stated this may let us know if the \$250,000 in the reserve fund at the end of the year is clearly necessary. He stated the 10% increase brings \$40,000 to PRRMA. He stated to keep this in mind when trying to figure out how to pay for the massive expenses for Fairway Pines. Mr. Sheppard stated that with the 10% increase and dues for 2026, it would bring in \$438,704.14. Mr. Whitaker stated with a 10% increase each year it would take 40 years to pay for the \$1.5 million to cover the curbs. Mr. Sheppard stated that with the increase in dues PRRMA would have approximately \$335,000 each year to cover repairs. Mr. Whitaker stated the curbs are an extraordinary issue for PRRMA. He stated this is something PRRMA should be suing someone for and not absorbing the cost. He stated there were very few times that PRRMA asked for increases in the past. Now we will be asking for multiple years of increases just to maintain. He stated if the roads are being repaired, we fix the curbs at the same time. Mr. Larocque stated he agrees that if the roadway needs repair, do the curbs at the same time. He stated the PASER Rating does not speak to the curbs. He stated that without raising the dues, PRRMA would fall behind in asset management. If PRRMA uses this strategy of not increasing dues, the cost will keep going up, the need to fix the roads will increase and we will not be able to catch up. Mr. Yoder stated the infrastructure is getting older and will require more money for repairs in the future. Mr. Larocque stated PRRMA is suffering the decisions of the Boards of the past. If they had developed an asset management program, to understand the cost of the future, increasing the dues at least to maintain the cost of inflation. He stated this is very typical of HOA's. They are not prepared to fix a roadway that looks fine at the moment. Mr. Yoder suggested adding additional money to a sinking fund to enable PRRMA to keep up with the cost of increase in maintenance. Mr. Hagerty stated he disagrees with PRRMA mismanagement. He stated he has been on the HOA Board for 14-15 years and feels that PRRMA did a good job. He stated that the PASER Rating is new and allowed PRRMA to logically rate the roads and fix certain rates below the PRRMA standard. PRRMA did not spend every penny, they did have a sinking fund or emergency fund. The curb issue has far exceeded the revenues. He feels the PRRMA Board has done a respectable job in the 20 years he has lived in Canton. He feels the residents are happy with the roads, the curbs are the issue. He stated he cannot fathom telling his HOA Board that PRRMA plans on increasing dues 10% for the next few years to pay for the curb repairs. Mr. Larocque stated he understands the concerns. However, currently we are only increasing the dues for 2026. No one is proposing multi-year increases. Just as a reminder, roads and curbs will not improve themselves. PRRMA cannot fix these issues without money. Mr. Larocque stated PRRMA needs to plan or catch up later. PRRMA has inadequate money now. Mr. Hagerty stated the residents in Pheasant View are thrilled with their roads.

Mr. Whitaker inquired if PRRMA can borrow money. Mr. Sheppard stated he

would have to check the by-laws on borrowing money. Mr. Larocque stated it is challenging as PRRMA has no collateral and there is interest included. Mr. Yoder stated there could be a one-time assessment. Mr. Larocque stated let us see how next year goes. He can let Spalding DeDecker understand PRRMA's goals.

Motion by Yoder, supported by Aitken, to approve the increase in PRRMA dues 10% for 2026. Roll Call Vote: Larocque – Aye, Yoder – Aye, Aitken – Aye, Whitaker – Nay Motion carried 3-1.

Motion by Aitken, supported by Yoder, to approve the 2026 PRRMA Budget for \$438,704.14. Motion carried unanimously.

Mr. Larocque stated the new Leisure Service Director, Carrie Thomas, has been appointed. Ms. Thomas has worked in Public Works and Engineering for a few years. She will be at the next PRRMA Board meeting in January.

Ms. Thomas has a couple of degrees from Penn State and worked at Oakland Golf Course.

Mr. Larocque and Mr. Sheppard will brief Ms. Thomas on how PRRMA works in reference to the budget and Spalding DeDecker.

Mr. Aitken inquired if there are other methods for fixing the curbs. Mr. Larocque stated there is not a lot of cutting corners to reduce costs. He stated that by reducing the PSI the cement gets scaling and looks bad. The Township has requested a higher PSI concrete.

#### IV. New Business

- a. Next Meeting Date  
The next meeting date is Tuesday, January 13, 2026.

#### V. Adjournment

Motion by Whitaker, supported by Aitken to adjourn the meeting at 7:15 pm. Motion carried unanimously.

#### Future Agenda Items:

Tree Trimming