PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
December 1, 2015
5:45 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, December 1, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Ranson Smith (arrived 5:53 pm), Fairways

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Mark Waldbauer, Pheasant View

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:46 pm.

a. Approval of Agenda
Motion by Alomary, supported by Serchak to approve the agenda as presented. Motion carried by all members present.

b. Approval of Minutes
1. October 26, 2015
Motion by Siedell, supported by Alomary to approve the October 26, 2015 PRRMA minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated the financials have not been closed for November. He stated the Balance Sheet reflects the total liabilities and Capital of $416,340.05. He stated the Balance Sheet for October the total assets show $418,000. He stated this shows a reduction and he will explain when the books are closed for December, 2015.

Mr. Kljun stated all dues have been collected. Mr. Alomary inquired if Mr. Kljun had the 2014 balance as of December 2014. Mr. Kljun stated the balance as of December 2014, was $454,000. He stated he was awaiting the dues from all three subdivisions as well as Canton. Mr. Kljun stated he will email all members the documents for the close of the financials on November 30, 2015.

Mr. Siedell inquired why PRRMA has two separate accounts with Huntington. Mr. Kljun stated the Huntington checking account does not generate interest. He

stated the money market account does generate interest. Mr. Kljun stated when he knows bills are coming due, he transfers money from the money market account to the checking account. Mr. Siedell inquired if this interest affects our nonprofit status or tax requirements. Mr. Kljun stated there is no effect on the nonprofit status or tax requirements.

Mr. Alomary inquired if there is a limit on funds in accounts for nonprofits. Mr. Kljun stated no, there is no upper limit, however there is a lower limit of $25,000. He stated you then begin to pay monthly fees. He stated there is no limit from an IRS point of view either.

Ranson Smith arrived at 5:53 pm.

b. Cash Flow Analysis

III. Unfinished Business

a. Street Sign Replacement

Mr. Kljun stated the materials have been shipped to the installer. He stated the installer will proceed quickly upon receipt of the materials. He stated this will complete the 2nd phase for 2015 including all street and stop signs. Mr. Kljun stated this will leave speed limit and yield signs that have not yet been identified. Mr. Kljun stated the post at Country Club will be repurposed. He stated it will be used at Summit and Glengarry. Mr. Alomary inquired if the stop sign at the cul de sac will be repurposed. Mr. Kljun stated that stop sign is still under review. Mr. Serchak stated the stop sign can be removed and repurposed. He stated it is a matter of who, clearly, has the right of way.

Mr. Serchak stated the stop sign at Windridge will be moved. He stated it should have been installed at Stonebridge.

Mr. Serchak stated the yield and no right turn signs at Glengarry crossovers have been there since conception of the subdivision. He stated as drivers we are supposed to know who has the right of way and they are not needed but are helpful as a guide. Mr. Serchak stated he would leave the yield signs up unless the Board decides to remove. Mr. Kljun stated these signs are on the list for 2016, however have not been budgeted for replacement. He stated no material has been purchase for these yield signs.

Mr. Alomary stated he thought the question was if the yield and no right turn signs were both needed. Mr. Serchak stated the residents who live on the boulevard know how it works.

Mark Waldbauer arrived at 6:02 pm.

Mr. Siedell stated he feels the visibility for sight distance needs to be addressed. He stated there needs to be a 3 foot clearance of the trees to improve visibility.

He stated he believes then all the signs could be removed and not replaced. He stated the yield signs help if you cannot see. Mr. Serchak stated that is a concern for him as well. He stated some of the trees have been cleared on some boulevards. Mr. Siedell and Mr. Serchak stated the no right turn signs could be removed. Mr. Serchak stated we can leave this on the agenda for next year for further discussion.

Mr. Kljun stated other than what has already been purchased and installed no other speed limit signs have been purchased until the Board decides how they want to proceed. Mr. Alomary stated he would not want to add any speed limit signs that do not already exist. Mr. Serchak stated there should be a 25 mile an hour speed limit sign at all the entrances off any main road. He stated then on Glengarry have two on the north and two on the south side. Mr. Kljun stated the subdivisions have a copy of what has been currently installed and what is proposed. He stated this information has been sent to all members and could be a basis for next year's discussion.

Mr. Kljun stated the sign ordered incorrectly for Overhill Lane has been ordered.

b. Diagram of Responsibility

Mr. Serchak stated he added a few notes to the diagram. He stated this diagram will be placed on the PRRMA website for clarification to all residents. Mr. Serchak stated for a resident to replace their driveway cement, the resident would need to obtain a permit from the Canton Building Inspection Services. He stated if a resident changed the grade to their property, they would have to change the plot plan through the Canton Building Inspection Services.

Mr. Serchak stated if there is a manhole and the homeowner replaces the cement the elevation needs to be maintained at that structure.

Mr. Serchak stated if a homeowner on a corner lot needs to coordinate with the HOA for the purpose of the ADA ramps. He stated the ADA ramps need to be constructed in a very specific manner and this may be something PRRMA can do.

Mr. Siedell inquired if a homeowner is replacing concrete does PRRMA want the homeowner to ask PRRMA's permission to replace sidewalk. Mr. Serchak stated he will clarify on the diagram that if a homeowner is replacing the driveway and they want the sidewalk replaced also, this will not be paid for by PRRMA. He stated the sidewalks will be replaced when PRRMA does the larger sidewalk program. Mr. Siedell stated the homeowner does not get to bill PRRMA if their sidewalk cracks and the homeowner replaces it.

Mr. Alomary inquired why the homeowner is responsible for the street trees. Mr. Siedell stated it is written in HOA's by-laws that the street trees are the responsibility of the homeowner.

Mrs. Bilbrey-Honsowetz stated she would like the Building Inspections Services phone number and website indicated on the diagram for residents. She stated this diagram might also be placed on the HOA's websites.

c. 2016 Concrete Project

Mr. Serchak stated the 2016 Project proposal for construction work is approximately $150,000 - $200,000.

Mr. Serchak stated the PASER rating is the first task and maybe this could be done in the fall of 2016 at $2,200. He stated he does not see any immediate need for this rating right now.

Mr. Serchak stated the second task is a development of a standard for concrete curb and gutter replacement criteria at $1,000. He stated this is structural and drainage. Mr. Siedell inquired if there is a standard in the industry. Mr. Serchak stated there maybe however he does not know of one. He stated he feels there is a need for the criteria. He stated Canton does it by observation by the engineer, with a pass/fail process. Mr. Siedell stated for $1,000 it doesn't make sense for a pass/fail operation. Mrs. Bilbrey-Honsowetz stated this would take the subjectivity off of the members who would be doing the assessment.

Mr. Serchak stated in Task Three, he asked Spalding DeDecker to do the concrete curb and gutter assessment following the criteria developed at $4,500. He stated the cost is $4,500 for two or three days of walking the entire site. Spalding DeDecker will give PRRMA a location map for all the noted curb repairs.

Mr. Serchak stated in Task Four the concrete sidewalk assessment will include the 2014 areas that were listed but not completed as well as any new flags that are indicated by PRRMA at $2,400. Mr. Serchak stated sidewalks are usually the address and how many flags at that address to be replaced. He stated he does not know that a map is needed since the flags for replacement will be marked and freshened in the spring and Spalding DeDecker will oversee the project to assure this work is completed. He stated PRRM A would do the initial assessment and then Spalding DeDecker would also review.

Mr. Serchak stated Task Five is the bidding documents and selection of the contractor at $6,700.

Mr. Serchak stated Task Six is the construction Phase Services at $5,500 (T&M est.).

Mr. Serchak stated Task Seven is the construction material testing at $4,000 (T&M est.).

Mr. Kljun stated the Spalding DeDecker proposal is for $26,300 and $24,200 has been budgeted for this engineering service. He stated PRRMA has built in a

budget for curb and gutter for $100,000 and sidewalks for $100,000. He stated PRRMA has the funds to accept this proposal.

Mr. Smith inquired what PRRMA has done in the past to assess curb and gutter. Mr. Serchak stated PRRMA has only assessed the sidewalks.

Mr. Serchak stated he would suggest PRRMA exclude the PASER rating till next fall. He suggest PRRMA award task 2-7 totaling $23,900. He noted there may be some variability due to time and testing.

Mr. Alomary stated PRRMA discussed that the sidewalk assessment would be done by SDA. Mr. Serchak stated he did not add this to the list for SDA. He stated he knows this was a lot of work for the members. Mrs. Bilbrey-Honsowetz stated this would limit the subjectivity. Mr. Serchak stated PRRMA could go with the list from 2014. Mr. Siedell inquired when Summit Parkway was assessed. Mr. Serchak stated in the Spring or Fall of 2014.

Mr. Siedell stated PRRMA has provided a list from 2014 and for $2,400 SDA will work off of that provided list. He stated he would hope any flags noticed along the way would be included.

Mr. Smith stated he was not on the PRRMA Board when this assessment was done in 2014. He stated he would have to take this information back to his Board for approval. Mr. Kljun stated he is not sure he received any information from Fairways, he will check his computer. Mrs. Bilbrey-Honsowetz stated SDA should have the completed list.

Mrs. Bilbrey-Honsowetz stated she will keep SDA proposal on as an agenda item.

d. Winter Pothole Patching

Mr. Serchak stated he did contact S & J and will schedule a time for Mr. Kljun and he to meet with them. He stated DPW is purchasing cold patch. He stated PRRMA has used DPW in the past and could use them again. Mr. Siedell stated some have already been patched.

Mrs. Bilbrey-Honsowetz stated there are some outstanding issues in Pheasant View, would it be more expeditiously to use DPW to cold patch those areas. She stated DPW will patch those on Southwick quickly until PRRMA can get an agreement with S&J.

e. Landscaping

Mrs. Bilbrey-Honsowetz tabled this item until the next meeting.

i. Joint Contract

ii. Entryways

IV. <u>Other Business</u>

a. Budget

Mr. Alomary left the meeting at 7:00 pm.

Mr. Kljun distributed copies of the proposed budget for FY 2016.

Mr. Kljun stated general expenses have been reduced by $1,708. He stated miscellaneous maintenance expenses have been reduced by $9,000, contributions to road repair reserve have been reduced by $20,000, and member contributions have been reduced by 9.8%.

Mr. Kljun stated the projected analysis shows at the end of 2016 if PRRMA executes all the proposed capital projects PRRMA will end will approximately $300,000 in the cash flow beginning with the current projected reserve, which is a reduction of the projected $90,000.

Mr. Kljun stated the projected capital expenditures total $340,000. He stated PRRMA needs to decide if there are any additional capital projects to be added. He stated this amount can be adjusted accordingly.

Mr. Kljun stated Canton's contribution is slightly reduced based on performance for landscape maintenance.

Mr. Kljun stated the projected reserve repairs from reserves is $249,000 and the budget last year was $269,945. He stated this is reflective of the 9.8% reduction for each member.

Mr. Kljun stated Fairway Pines is expected to contribute $24,014 per quarter, Fairways is expected to contribute $20,561 per quarter and Pheasant View is expected to contribute $13,362 per quarter. Canton is expected to contribute a total of $85,740.

Mr. Kljun stated PRRMA projects that for the beginning of 2016 the reserve would be $390,340. He stated in January 2016 the reserve would be $471,379 with dues expected.

Mr. Kljun explained how Mr. Siedell could find the budgeted numbers and the actual numbers.

Mr. Siedell stated the entries need a lot of clutter and dead trees and shrubs removed. He stated the Highlands /Cherry Hill one is not as cluttered. He inquired if the $5,000 is to make the entries more attractive. Mr. Kljun stated he just added per a discussion previously. Mr. Siedell stated it was quoted at $6,000-$7,000 for the two entrances. Mr. Serchak stated he agrees with proposing $10,000 for entry landscape cleanup.

Mr. Siedell stated the islands have not been touched and are overgrown and are not proposed to be done. He stated the sight line is something PRRMA needs to address. Mr. Serchak inquired if PRRMA used the $10,000 to finish the boulevard clearing is it is incomplete.

Mr. Kljun stated we can leave the $10,000 in the proposed budget and as we get more information on cost we can adjust for subsequent funding.

Mr. Smith inquired why these two entrances were chosen or are they just place holders. Mr. Kljun stated the reason is these two entrances get the most traffic. He stated Pheasant View stated they had already done entrances. Mr. Kljun stated Mr. Siedell is correct islands are not included and much of them have not been touched. Mr. Kljun stated he probably should do a review on the islands and Fairways entrances. He stated he will try to get an estimate for next meeting. Mr. Siedell stated PRRMA could propose $20,000 for entrances and sight lines that need to be improved. He stated if we increase the landscaping it would take our reserve down to $299,048. He stated his is comfortable for the reserve to be $250,000-$300,000.

Mrs. Bilbrey-Honsowetz reviewed the capital list. She stated she did not want to overlook projects that were identified as important.

Mr. Siedell stated if PRRMA decided to remove the yield signs could we reevaluate the cost for the sign project. He stated this might be the route to expedite. Mr. Kljun stated if we remove signs at $1,400 per sign it would be easy to recover the $20,000.

Mr. Siedell stated some of the lights on the monuments are out and need replacing.

Mr. Kljun stated the light at Summit and Southwick was replaced today.

Mr. Waldbauer inquired since the contributions in dues has been reduced almost 10% is that going to be enough to do the capital projects PRRMA has discussed. Mr. Kljun stated yes he believes so, ending with $200,000 as proposed.

Mr. Siedell stated he would like to pass the savings down to his homeowners with the zero increase.

Mr. Serchak stated PRRMA may want to wait until the Fall when the PASER rating is complete and find out the cost of the 2017 asphalt program. He stated he would not rush to reduce the homeowners contributions. Mr. Siedell stated what we collected this year paid for this year's large asphalt project. He stated do we need a $420,000 reserve for next year's project. He stated he believes PRRMA can accommodate additional landscape projects.

Mr. Siedell stated a large stretch of asphalt was done on Fountain View. He stated a homeowner is stating he is having storm water issues. He stated the homeowner stated that during light rains water will puddle in front of his home. He stated that the road way in front of the homeowners home was not repaired. Mr. Serchak stated this would be an issue that would be addressed in the 2017 Roadway Project. Mr. Serchak stated if we didn't do the area that we were supposed to, we will address in 2017.

Mr. Siedell inquired if there is a problem doing curbs next year and waiting a year to do asphalt. Mr. Serchak stated there will be notches taken out of the asphalt to replace curbs that will have to be sealed, but does not mean large portions of asphalt will be removed.

Motion by Serchak, supported by Siedell to adopt the budget with modification to landscaping of an additional $10,000. Motion carried by all members present.

b. Next Meeting Date

The next PRRMA meeting date is Wednesday, January 13, 2016 at 5:45 pm.

V. Adjournment

Motion by Serchak, supported by Smith to adjourn at 7:44 pm. Motion carried by all members present.