

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
January 23, 2018
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, January 23, 2018.

Members Present: Greg Hohenberger, Canton Township, Kevin Whitaker, Pheasant View, Hayden Notestine, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

Members Absent: Joe Maltese, Fairway Pines

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

I. Call to Order

Mr. Bill Serchak called the meeting to order at 5:34 pm.

- a. Approval of Agenda
Motion by Notestine, supported by Hetherington, to adopt the agenda as amended, adding III. Other Business, c. Website Management, moving Next Meeting Date to d. Motion carried unanimously.
- b. Approval of Minutes
 1. December 12, 2017
Motion by Notestine, supported by Hohenberger, to approve the December 12, 2017 PRRMA minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun stated he distributed the financial documents ending in December 31, 2017 to all Board members. There were no questions or comments from the Board. Mr. Kljun stated the performance for year end was good.
- b. Cash Flow Analysis
Mr. Kljun stated the projection for work to be completed at \$582,063, actual cost for work completed was \$524,828. He stated the amount that was held as a contingency is not included in this amount. He stated the actual projected reserve amount is \$300,929.

Mr. Kljun stated the projected 2018 reserve Maintenance Expenses is \$323,384 based on the capital plan. He stated this can be adjusted as needed. He stated the

projected reserve fund at the end of 2018 will be \$222,996, just within our limits of the recommendations for the reserve fund.

Mr. Kljun stated he distributed the Income/Expense Budget Statement for the 12 months ending December 31, 2017. He stated this statement shows that PRRMA was \$1,369.87 over budget for 2017.

III. Other Business

- a. Scope of work for 2018 Construction Project(s)
Mr. Serchak had distributed the 2018 PASER Rating completed by Spalding DeDecker. He stated in general anything marked in yellow, green or blue is in the good range. He stated PRRMA has agreed upon a 57 PASER Rating. He stated from the maps it is stated that PRRMA is at 50% or greater at target. He stated there are limited areas of Brown and Orange.

Mr. Serchak inquired if any Board members have heard any resident complaints. He stated he knows of one that he has to look at regarding a sidewalk issue. Mr. Kljun stated Fairway Pines has send him a proposal for a sidewalk flaw by one of the residents. He stated he will forward this to Mr. Serchak with photographs. Mr. Kljun stated the resident stated he sent 3 emails with no response. Mr. Serchak stated he did receive an email that was forwarded to him by his sidewalk engineer. Mr. Notestine stated their website had not been working, however he did respond to the resident.

Mr. Kljun stated the capital plan shows up to \$100,000 for roadway repair and \$69,000 for sidewalk/concrete repair for 2018.

Mr. Whitaker stated there was a complaint that his sidewalk has some minor surface lines. He stated he went and looked at the sidewalk and felt it was not significant enough at this time.

Mr. Hetherington stated he had some residents ask why they did not get their sidewalks done. He stated his response was that multiple engineers have surveyed the sidewalks and at this time all major, safety concerns were repaired. He stated in the Spring there may be other issues. Mr. Serchak stated if there are any concerns please forward to him.

Mr. Serchak stated the road entrance to the Links at Pheasant Run he would like to add to PRRMA's list for 2018. He stated the Links does contribute and within the Road Right of Way. Mr. Serchak stated he will solicit a bid. Mr. Kljun stated we have Nagle's bid to compare to.

Mr. Serchak stated crack sealing will be done in the Spring. He stated there will be several thousand linear feet to complete. He stated \$20,000 has been allocated. He stated there are two companies that can be asked to bid.

Mr. Serchak stated there are some limited areas of orange and brown. He inquired if PRRMA wants to complete a smaller project this year. Mr. Hohenberger stated he would not want to go over the \$100,000 budgeted for roads in 2018. Mr. Kljun stated PRRMA has historical information on cost/amounts completed in the past. He stated he can get a target number for an amount per budget. Mr. Serchak stated based on last year's cost it is approximately \$18 per square yard for a 2 inch mill and replace. Mr. Whitaker stated yes the brown and orange areas need to be addressed. Mr. Serchak stated Mr. Kljun can look at some cost including the contingency. He stated once it is determined what work needs to be done, he can turn over to Spalding DeDecker to get bids with a 20% contingency. Mr. Kljun stated we may not need Spalding DeDecker, PRRMA may be able to do this internally. All Board members agree to doing a small roadway project for 2018. Mr. Hohenberger stated AI's quoted in 2017 and was the lowest bid. He stated they did Independence Park in 2017 and did a great job. Mr. Notestine inquired if Spalding DeDecker did the management and testing for the roadway project in 2017. Mr. Serchak stated yes, they did, however PRRMA can hire someone else.

Mr. Notestine stated there are grade issues by the pond on the northeast corner of Fountain View and Pinehurst. He stated it doesn't drain properly. Mr. Serchak stated he and Mr. Notestine can check this out on Monday at 10:00 am. Mr. Notestine stated Glengarry has flooding issues in Fairways. Mr. Hetherington stated it does drain after cleaned out eventually. He stated it is on the golf course side. He stated the standing water is about 8 inches deep. Mr. Kljun inquired who is responsible for the sewer. Mr. Serchak stated he and Mr. Notestine will take a look at this also on Monday.

Mr. Serchak stated any issues that arise with sidewalks, please forward to him. Mr. Serchak explained the public sidewalk program for Canton.

b. PRRMA and Canton Tree Management

Mr. Kljun stated 2017 was the first year for fertilizing of the trees and shrubs with the responsibility to PRRMA. He stated PRRMA spent \$10,480 and Canton \$988 for fertilizer of trees and shrubs in 2017. He stated he received a quote from Davey Tree Service for the annual tree/shrub fertilization and borer treatment program. He stated there is a 3% increase in the 2018 cost. He stated the cost for 2018 is \$11,812.00 for PRRMA and Canton's is \$1,019.00. Mr. Kljun stated there is an additional recommendation for Spruce Tree Borer treatment for an additional \$1,899, and in addition a recommendation for Spruce Tree or Pine Tree removal and stump grinding for \$2,250. He stated no replacements were quoted. Mr. Kljun stated there is funding for replacements.

Mr. Serchak stated there was overplanting on Glengarry, and should not need any replacements. He stated the exception is if there are any removal of tree in the front entrance. He stated those could be replaced in the Fall.

Mr. Whitaker inquired if an arborist was contacted as Mr. Maltese suggested. Mr. Kljun stated Davey Tree Service did have an arborist upon review of the condition of the trees. Mr. Serchak stated he is in favor of contracting an arborist. Mr. Kljun stated a second arborist can be asked to review in the Spring or Summer.

Motion by Notestine, supported by Whitaker to authorize Davey Tree Service to continue with the annual tree/shrub fertilization, as well as the additional Spruce Tree Borer treatment and removal of the Spruce Tree/Pine Tree removal and stump grinding. Motion carried unanimously.

c. **Website Management**

Mr. Hohenberger stated June Waldbauer (website manager) has become very busy with another project. He inquired if anyone on the Board is interested in taking this task over. He stated she may have time in the Spring to continue. Mr. Kljun stated he has been in contact with Mrs. Waldbauer and has offered to take this project over with her help. Mr. Hetherington suggested in possibly asking a high school/college student if interested. Mr. Kljun stated he will work with Mrs. Waldbauer and get a proposal. Mr. Kljun stated Mrs. Waldbauer has software that is handling PRRMA. He stated if that goes away it will have to be set up again. Mr. Serchak stated he will leave this item on the agenda.

d. **Next Meeting Date**

Next meeting date will be Tuesday, February 27, 2018 at 5:30 pm.

IV. Adjournment

Motion by Hohenberger, supported by Notestine to adjourn the meeting at 6:46 pm. Motion carried unanimously.