PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
April 21, 2015
6:00 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, April 21, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Manoj Desai, Fairways

Members Absent: None

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

I. **Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 6:07 pm.

a. Approval of Agenda

Motion by Alomary, supported by Serchak to adopt the agenda as presented. Motion carried unanimously.

b. Approval of Minutes

1. March 10, 2015 Minutes

Motion by Serchak, supported by Siedell to approve the March 10, 2015 Minutes with corrections: III. Unfinished Business, a. 2015 Road Repair Project, third paragraph stating that the PRRMA Board would be responsible for sidewalk repairs as needed. Motion carried unanimously.

II. Financial Activity Review

a. Current Reports

Mr. Kljun indicated the March financials were sent to all Board members via email. There were no questions regarding the financials.

b. Cash Flow Analysis

Mr. Kljun stated the cash flow has been updated with the latest information on the roadway repair. He stated $20,000 has been budgeted for sidewalks. He stated Spalding DeDecker's proposal indicated $85,000 for sidewalk repairs bringing the total for roadway and sidewalk repairs to $216,000. Mr. Alomary inquired how much was budgeted for sidewalk in 2014. Mr. Kljun stated $20,000 was budgeted for sidewalk repairs in 2014. Mr. Siedell stated $20,000 was budgeted in 2014 but there were no sidewalk repairs done in 2014. Mr. Serchak stated Nagle's cost for sidewalks is $10.00 per square foot. He stated Nagle will be subbing this portion of the project out. He stated if we are doing a road project the same year as a sidewalk project is there an advantage to using the same contractor. Mr. Serchak stated yes, there is an advantage, and that they will be complete by

Liberty Fest. Mr. Serchak stated it might be an advantage to splitting up road repair and sidewalk repair in future years. However, if both are being done at the same time it is an advantage to use the same contractor.

Mr. Alomary stated PRRMA is a nonprofit organization. He stated the $20,000 from last year's budget was not used, it should be rolled over into this year's budget. Mr. Siedell stated PRRMA should repair the sidewalks that need repaired this year rather than focus on an allotted dollar amount.

Mrs. Bilbrey-Honsowetz stated there is a contract for $20,000 worth of sidewalk repairs to be completed. She stated if there is additional sidewalk repairs the contract will need to be amended. Mr. Serchak stated we are not immediately obligated to fix all sidewalks at this time. He stated we need to access the sidewalk repairs with the members. The ADA rules allow communities to put repairs on a scheduled repair list for future repairs. Mr. Serchak stated he agrees with Mr. Alomary on using funds from last year. However we need to identify the areas marked are marked appropriately. Mr. Siedell stated he would like to know which sidewalks marked by Board members that were not marked by Spalding DeDecker. Mr. Serchak stated he would like to have a sidewalk program next year and not use Nagle.

Mr. Serchak stated he feels that there needs to be a sidewalk assessment class for the Board members. He stated he feels that PRRMA should do what is in the budget this year and implement some additional training for members.

Mrs. Bilbrey-Honsowetz stated Mr. Ensley sent two emails with the list of addresses on the quote for sidewalk repairs. She stated she will make copies for members. Mr. Alomary stated he will forward the email from Mr. Ensley to all members.

Mrs. Bilbrey-Honsowetz stated we can develop a future sidewalk repair list and a current sidewalk repair list for this year. She stated PRRMA needs to decide how much to spend this year and how much must get done this year. Mr. Alomary stated he would be willing to approve a change order for additional money added to the contract. Mr. Serchak stated there are three major areas: change order, Southwick and Windridge. Mrs. Bilbrey-Honsowetz stated there is another area on Highlands Drive regarding a chipped and cracked apron. Mr. Kljun and Mr. Serchak stated they will meet on 515 Highlands Drive Wednesday at 11:00 am to check out this claim. Mrs. Bilbrey-Honsowetz stated there is a wet drain issue on Sandall~~e~~wood, 43457 Glengarry at Pinehurst and Summit Parkway and Southwick there is a ponding issue.

Mr. Kljun stated he will make a list and take a picture of all complaints on sidewalks and bring back to the Board for evaluation. He stated this will enable PRRMA to have a history regarding complaints and repairs PRRMA will either make or not make. He stated this will also create a list for the following year to

assist in deciding a budget for sidewalk repair. Mrs. Bilbrey-Honsowetz stated she thinks this is a great idea and advise members to contact Mr. Kljun for future complaints. Mr. Kljun stated he will begin the list of issues.

Mrs. Bilbrey-Honsowetz inquired if all members are in favor of waiting until tomorrow to get a list of repairs and receiving via email and voting to increase the current contract with Nagle. Mr. Siedell stated he feels we need to increase the contract now. The current contract with Nagle is approved for $147,970.74 with no contingency.

Motion by Serchak, supported by Alomary to increase Nagle's contract for a 10% contingency, $14,800. Motion carried unanimously.

Mr. Desai stated he would like a copy of the completed sidewalk repair list. Mrs. Bilbrey-Honsowetz stated she will forward a copy to all members.

Mr. Alomary excused himself from the meeting at 7:11 pm.

III. Unfinished Business

a. 2015 Road Repair Project

i. Sidewalk Repairs

Discussed above

ii. Curb Repair

Mr. Siedell inquired if curb repair is considered outside of road repair in that areas that are not undergoing asphalt repair. Mr. Serchak stated he does not believe so but will have to ask Mr. Ensley. He stated they definitely look at the areas where they will be milling and filling.

iii. Spot Repair(s)

Mr. Siedell inquired unless PRRMA provides areas that need spot repairs these areas will not be considered. Mr. Serchak stated yes, that is correct unless PRRMA or residents bring it to Spalding DeDecker's attention.

iv. Review Pacer Rating map

Mr. Siedell stated he disagrees with several of the ratings and that small "potholes" needing attention should be addressed in the assessment purchased by PRRMA. He stated he will be more personally involved in the future. He stated there are areas indicated in green that he feels should be brown. He stated he feels the PACER rating should involve curbs. He stated homeowner input is valuable, engineer input is valuable and reliance on one or the other is wrong. He stated he feels the Board should have physically reviewed this proposal prior to deciding which roads to repair. He stated the homeowners realize PRRMA has a large surplus of funds. It was discussed to do a small road repair project in 2014 and a larger road repair project in 2015 and now PRRMA is doing less than we set out to do. Mr. Serchak stated it is not a bad idea to keep a reserve. The projects may be less one year and more the next. Mr. Serchak stated he has ordered PACER rating information and he will make sure all

members get a copy. He stated he does not take issue with any of the areas marked for repair. He stated he drives these roads every day.

Mr. Siedell stated Merion Drive, from the island to Glengarry, should not be green. ~~and was not reviewed by Mr. Serchak and Mr. Kljun during their reviewed of areas of concerned raised at the last PRRMA meeting.~~ He stated the curbs on Merion Drive are in bad shape. Mr. Siedell stated he is proposing the Board rent a van and schedule a tour with all members. Mr. Serchak stated the Board can ride the roads with Mr. Ensley. Mrs. Bilbrey-Honsowetz thought this would be a good idea to get ideas from both sides. Mr. Serchak stated there are two people in the vehicle when the roads are assessed. At the end of the road those two people have to agree on the assessment of the road. Mr. Serchak stated he will drive Merion Drive to check out the condition. Mr. Siedell stated he would like Merion Drive at the minimum to be rated yellow and the curbs bright orange in his opinion. He stated this is the focus of his resident's concerns. He has indicated to the residents that this is his primary focus for 2016. He stated as the roads are repaired in 2016 the 12 curbs can be done also.

Mr. Siedell stated he would like to ride the roadway in 2016 and make the assessments as a Board in conjunction with the engineer. Mr. Serchak stated PRRMA doesn't want to get into a habit of second guessing the engineer recommendation. He stated if a rating on Merion Drive was not correct we can discuss with Mr. Ensley. However, we should be able to rely on the engineer. Mr. Siedell stated we need the engineer and PRRMA needs to double check the engineer's recommendations and provide input. Mr. Serchak stated if the PRRMA Board challenges the engineer's recommendation PRRMA is moving away from the PACER Rating System. All agreed that the human aspect of the rating system can incorporate mistakes and oversights. Mr. Siedell's opinion is not to second guess the engineer but rather to double check their work, as basic business principals suggest, and apply our own logic and reason when determining the majority portion of the PRRMA budget.

Mrs. Bilbrey-Honsowetz stated PRRMA could ask Mr. Ensley to look at the areas in question and have him attend a meeting to discuss this area with the PRRMA Board. Mr. Serchak stated PRRMA could also contract with another engineer. Mr. Siedell stated it is bad business practice to not double check. Mr. Serchak stated he will look at the areas in question. Mrs. Bilbrey-Honsowetz stated she will keep this item on the agenda. She stated maybe every few years a different engineer could do another health check.

Mr. Siedell stated there are cement curbs on the cul-de-sacs on Glengarry are deteriorating but the roads seem fine**.** Those would not be considered

unless the roads were being repaired. Mr. Serchak stated they are not generally looking at the curbs unless the roads are considered for repair. Mr. Serchak stated he will look at those also. Mr. Siedell stated the concrete approaches are PACER rated but not the curbs.

v. Discuss review/approval of Road Repair Project process

Mr. Siedell inquired if there is a step by step process for review/approval. Mr. Serchak stated in a way yes, this is the process. He stated it should also include a decision. Mr. Siedell stated he felt overwhelmed trying to get through all the attachments. Mr. Desai stated he would like a time-line for this process to be clearer. Mr. Kljun suggested maybe curb and gutter for next year if there are no road repairs.

Mrs. Bilbrey-Honsowetz stated a time table for all parts of roadway and sidewalk project at budget time can be discussed.

b. Diagram of Responsibility w/conditions

Mr. Serchak stated this will stay on the agenda and he will draft conditions. He stated he will speak to the resident who has questions. Mrs. Bilbrey-Honsowetz stated this diagram will then be placed on the PRRMA website.

IV. Other Business

a. Landscape Maintenance

Mrs. Bilbrey-Honsowetz stated a few months ago it was discussed if an analysis could be done to see if there would be a cost savings for PRRMA to take back the landscape maintenance and contract with one contractor. Mr. Kljun stated he has information from Canton, Fairways and Fairway Pines, however he does not have information from Pheasant View. Mr. Desai stated there was a difference in items that their current contractor provides and he is waiting on those differences. Mr. Siedell stated there are areas that are not roadways that Fairway Pines maintains landscaping for. He inquired if the HOA would contract with a contractor for those areas or would PRRMA take those as well. Mr. Kljun stated this would be an all–encompassing landscape maintenance program. He stated there are areas in all subdivisions that are common areas. He stated the contractor would be given the entire contract to do all areas to take care of PRRMA's requirements as well as each subdivisions requirements. He stated the contractor would invoice PRRMA based on percentage. The contractor will base the percentage on the drawings they received. The contractor has allocated 45% in Fairway Pines, 30% in Fairways, 12.5 % in Pheasant View and 12.5% in Canton. The contractor would invoice PRRMA for work completed and each subdivision would be invoiced per their percentage to pay PRRMA. Mr. Kljun stated this maintenance would include lawn mowing, spring and fall clean up, mulch application, fertilizing, weeding, shrub trimming and bed edging.

Mrs. Bilbrey-Honsowetz stated we need the rest of the data to finish the analysis. Mr. Siedell stated this will provide consistency in all the subdivisions. Mr. Kljun stated the HOA's will only pay for what they receive. Mrs. Bilbrey-Honsowetz stated she will keep this item on the agenda.

b. Street Sign Replacement Schedule

Mr. Kljun stated a sign was hit and the post and base needs to be replaced at Cherry Hill and Country Club. He stated the post was in concrete and when hit it was pushed over. The sign blades appear to be ok. He will order a new post and base.

Mr. Kljun stated he has taken an inventory of all the sign blades in all the subdivisions and due to an increase in cost all the sign blades will be replaced. He stated he will send all members a list of sign blades currently on order.

Mr. Kljun stated the schedule is June 1st to begin replacing signs. He stated the electrical contractor has to come in prior to June 1st and disconnect the seven lights along Glengarry. He stated it will take one week to complete.

Mr. Siedell inquired about the sign blade for Fountain View and Highland order. Mr. Kljun stated an attempt to repair was not successful. He stated he has ordered a new sign blade and base for that location. He stated all of the entrances will be full and complete.

c. Email Voting Policy

Mr. Siedell stated all conversations should be complete and all answered before an email vote is taken, especially yearly road repair project/budget. He stated he still had unanswered questions the road repair project. Mr. Serchak stated he was afraid Nagle contract was not signed when it was. Mrs. Bilbrey-Honsowetz ~~z~~ having deadlines will address this problem in the future. She with Mr. Serchak that this decision was time sensitive. Mr. ~~w~~would like to see a requirement of all five votes or not allowing to be decided upon with an email vote. Mrs. Bilbrey-Honsowetz stated build into the process a timeline to assure PRRMA does not fall into in the future.

d. Request for Liberty Fest

Motion by Siedell, supported by Desai to allow the Liberty Festival Committee to close several intersections along Summit Parkway and Glengarry Boulevard on Saturday, June 20, 2015 - prior to and after the Fireworks. The Committee also has permission to post temporary "No Parking by Police Order" signs on the hydrant side of Southwick Dr. and Crowndale Lane (south of Southwick to Beck Road), as well as along areas of Summit Parkway. This will help to maintain a clear path for emergency vehicles during the peak time that the areas is congested with firework traffic. Motion carried by all members present.

c. Next Meeting Date

The next PRRMA meeting is scheduled for June 2, 2015 at 6:00 pm.

V. <u>Adjournment</u>

Motion by Serchak, supported by Siedell to adjourn at 8:06 pm. Motion carried by all members present.