PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
September 22, 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, September 22, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Manoj Desai, Fairways, Ranson Smith, 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 5:45 pm. Mrs. Bilbrey-Honsowetz introduced Ranson Smith, Fairways, who will be taking Manoj Desai's place on the Board.

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

b. Approval of Minutes
1. July 14, 2015
Motion by Serchak, supported by Siedell to approve the July 14, 2015 PRRMA minutes as presented. Motion carried unanimously.

II. Financial Activity Review

a. Current Reports
Mr. Kljun stated the August financials were emailed to all members. Mr. Kljun stated Mr. Smith will begin receiving these financials each month. Mr. Kljun distributed the Balance Sheet for September 2015 indicating the operating accounts currently has $4,710.05, Reserve account currently has $365,153.24, and inventory of Signs currently has $228.30, totaling assets at $370,091.59.

b. Cash Flow Analysis
Mr. Kljun stated the cash flow projection through the end of 2015 for the reserve fund will be approximately $410,000. Mr. Siedell inquired what the cash flow projection for the reserve fund was at the end of 2014. Mr. Kljun stated he will check and report back to the Board. Mr. Siedell stated he is curious as to the growth.

III. Unfinished Business

a. Street Sign Replacement

Mr. Kljun distributed an additional sign replacement request. He stated the sign installations/modifications that he is requesting to be funded in 2015 in the amount of $29,000 is as follows:

Remove

Remove 30 inch Stop sign and pole from Country Club/Cherry Hill Intersection. A new traffic light has been installed. Mr. Desai stated there is no need for a so sign now with the traffic light, however stop bar stripping is needed at that location.

Relocate

Relocate speed limit sign #6 from Windridge Lane to Windridge Boulevard.

Install Golf Cart Crossing (Replacement of Existing)

Two new golf cart crossing signs at Mornington Road hole #3 to 4.
One new golf cart crossing sign at Country Club Road hole #4 to #5.
One new golf cart crossing sign at Glengarry Boulevard hole #1 to #2.
Two new golf art crossing signs at Crowndale Lane hole #19 to #20.
One new golf cart crossing sign at Glengarry Boulevard hole #5 to #6.
One new golf cart crossing sign at Summit Parkway at clubhouse to hole #10 and #19 (wood only).

Replace Stop Signs

30" STOP sign and pole at Crowndale Boulevard and Beck Road (wooden).
30" STOP sign and pole to Summit Parkway/Glengarry Intersection.
24" STOP sign and pole at Merion/Glengarry.
24" STOP sign and pole at Pinehurst/Highlands.
24" STOP sign and pole at Pinehurst/Glengarry.
24" STOP sign and pole at Highlands/Glengarry.
24" STOP sign and pole at Augusta/Glengarry.
24" STOP sign and pole at Inverness/Glengarry.
24" STOP sign and pole at Brookmill/Glengarry.

Remaining Sign Installation

Upon completion of the above indicated sign installation, PRRMA will have approximately 83 remaining signs to replace in order to complete the entire replacement program. Based upon the latest information it is estimated that approximately $121,000 will be required in materials and installation. The cost per sign is $1,400 for purchase and installation.

Mr. Alomary stated he would like to ensure the signs that PRRMA is replacing are signs that already exists. Mr. Kljun stated the sign that Mr. Alomary is referring to is listed on the relocate section of the replacement request for speed limit sign #6 from Windridge Lane to Windridge Boulevard. He stated the approved map for traffic control signs indicates that sign to be placed at the relocation. Mr. Desai stated some of the signs are not visible due to trees. Mr. Siedell stated PRRMA needs to make sure the map lines up with the signs. Mr. Kljun stated the Board can review before a relocation is made. He

stated there is another speed limit sign at the entrance of Windridge Boulevard but is not shown on the approved map. Mr. Kljun stated this sign is a much more effective sign than the speed limit sign #6. It is being considered replacing this sign with the new sign. He will make a modification to the map.

Mr. Serchak inquired if there is a traffic control enforcement agreement with all three subdivisions. Mr. Kljun stated it is his understanding there is an agreement and there should be drawings for the signage with the agreement. He stated he should have a copy and will look for this. Mr. Serchak stated he may have a copy and stated the police should have a copy also.

Mr. Kljun stated it was also identified that Pheasant View has a road that is mis-identified. He stated sign blades have been purchased for this road and installed. This was brought to his attention and he confirmed with the Post Office and indeed it is incorrect. Mr. Alomary stated it was on a cul de sac with Stonebridge being one direction and Windbridge Court being the other. He stated the sign blades have been removed. Mr. Alomary stated there was no sign previously. He stated there is no need for the sign.

Mrs. Bilbrey-Honsowetz stated in the future if there is not a sign Fast Signs should inform Mr. Kljun before installing sign. She stated this item will be kept on the agenda for updating the map with modifications. Mr. Kljun stated he will not make a decision to remove a sign on the approved map. Mr. Desai stated the stop bar striping needs to be added at Country Club and Cherry Hill intersection. Mr. Serchak stated the Township has hired Hart Striping for striping to be done at the Township Hall. He stated he will get the cost for striping Country Club at Cherry Hill to Mrs. Bilbrey-Honsowetz and have that done also. Mr. Siedell stated he would like the stop sign not be removed without a cross walk sign. He would like a plan in place and error on the side of caution. Mr. Serchak stated the sign can be left until there are complaints. Mrs. Bilbrey-Honsowetz stated let's find out what the plan is before the stop sign is removed. Mr. Smith stated the street sign for Country Club is down. Mr. Kljun stated the sign will be completed after road construction is completed. Mr. Serchak stated he will check on the sign placement. Mr. Smith inquired if there is an ETA on the completion of the construction for Cherry Hill. Mr. Serchak stated it is substantially completed and they are constructing the signals. He stated the sod is done, as well as the striping.

Mr. Siedell stated all signs were submitted and he was inquiring if there were any other conflicting signage from the map. Mr. Kljun stated his objective so far was to replace all the stop signs and street signs. He stated at the end of this season PRRMA has 103 signs left to replace. He stated if the additional signs replacement request is approved by the Board this will take 17 signs and leave remaining 86 signs. He stated these signs include yield, no right turns, and speed limit signs. Mr. Kljun stated the 17 signs are all replacements of current signs.

Mr. Alomary stated there is a stop sign at Crowndale and Windridge that needs to be replaced and is not on Mr. Kljun's list. Mr. Kljun stated he will check on that stop sign. Mr. Alomary stated he is in favor of sidewalks and concrete work for 2016 as opposed to

increase in the sign replacements. Mr. Serchak stated he agrees with Mr. Alomary. He stated he would like to hold off till the next meeting to make any decisions.

Mrs. Bilbrey-Honsowetz stated she will keep the balance of signs replacements on the agenda for future discussion.

Motion by Siedell, supported by Desai to approve Mr. Kljun to replace the additional 17 signs request not to exceed $29,000. Motion carried unanimously.

b. Diagram of Responsibility
Mr. Serchak stated he would like this left on the agenda.

IV. Other Business

a. 2016 Concrete Project
Mr. Serchak stated at the last meeting it was discussed that PRRMA has had 5-6 years of asphalt paving to keep the update of the PASER rating of 67. He stated the 2016 program as discussed will focus on sidewalks and concrete curb replacements. He stated he has discussed with Spalding DeDecker the curb rating. He stated he discussed structural and drainage defects with curbs. He stated Spalding DeDecker can do the assessment for the entire network based on PRRMA's criteria. He expects a proposal from Spalding DeDecker soon. This will allow PRRMA to go over the assessment at the October or November meeting. Mr. Serchak stated he will have Spalding DeDecker attend a PRRMA meeting to go over the assessment. Mrs. Bilbrey-Honsowetz inquired if PRRMA chooses Spalding DeDecker for this assessment, would it allow the PRRMA representatives to attend the assessment process. She stated this might eliminate any questions. Mr. Serchak stated provided PRRMA hires Spalding DeDecker he suggests PRRMA allows them to provide the assessment and then PRRMA review and bring forth questions to Spalding DeDecker. All Board members agreed to allow Spalding DeDecker to assess and then review.

Mr. Serchak stated he would like Board members to update their sidewalk list. He stated Spalding DeDecker could assess the sidewalks and break this costs out from the curbs and gutters. He will ask for a proposal for sidewalk and curb and gutter assessments. Mrs. Bilbrey-Honsowetz stated she would like the option to meet with the Board in the field after the assessment.

Mrs. Bilbrey-Honsowetz left the meeting at 6:45 pm.

b. Winter Pothole Patching
Mr. Alomary stated there are potholes on Southwick near Summit Parkway. Mr. Serchak stated Nagle is not set up to do an on-call patching program. He stated his suggestion is to retain an on-call firm to do asphalt patching of pot holes. He stated in the winter PRRMA has used the DPW for cold patch. Mr. Serchak stated he would suggest PRRMA retain S & J for patching for small jobs. He stated he will contact S & J for the season. He stated we can still use the DPW for cold

patch. Mr. Siedell stated there are potholes on Glengarry coming off of Canton Center. Mr. Serchak stated he would like emails sent to him on any potholes. Mr. Kljun stated when the asphalt plants close we will have to use the cold patch. Mr. Serchak stated he will send quote out via email to Board members to place on retainer.

Mr. Siedell stated Midwest Pavement could be contacted also. He stated he will send Mr. Serchak contact information.

Mr. Serchak stated the immediate repair will be the catch basin that was identified this summer on Muirfield Drive near Augusta that has fallen 6 inches. He stated this needs to be repaired as soon as possible. He will contact Midwest Maintenance and get a quote. Mr. Kljun stated he is using Midwest Maintenance and he will get a quote and email to Board members.

c. Irrigation System Repairs

Mr. Serchak stated there are two issues, Cherry Hill Road and a resident who didn't notify Mr. Siedell until July. It was discussed and PRRMA will pay for the repairs since it is unlikely that Nagle will come back and do the resident repair. It was discussed that the contractor will make necessary repairs if known in a reasonable amount of time. Mr. Siedell stated he would like to keep an open mind for stragglers. Mr. Kljun stated if work was done in this area where a sprinkler was damaged PRRMA needs to hire a contractor to repair.

Mr. Serchak stated Mr. Desai should call the County Engineer to see if they can pay for the repair of the 5 sprinkler heads on Cherry Hill that was damaged during road construction by Wayne County.

Motion by Smith, supported by Alomary to allow Mr. Siedell to have repairs done for resident and send invoice to PRRMA. Motion carried by all members present.

d. Next Meeting Date

The next meeting will be Monday, October 26, 2015 at 5:45 pm.

Mr. Siedell inquired if there are signs that are hidden behind trees, can they be moved and the amendment included on the map. Mr. Serchak inquired if it needs to be assessed and see if the sign or the tree needs to be moved or removed. Mr. Siedell stated we need to check to see if we need the sign or if it can be moved. Mr. Siedell stated he would prefer to not remove any trees. Mr. Serchak stated members need to assess the stop and yields signs before the next meeting of all signs that are currently blocked by trees. Mr. Kljun stated we may not need all the signs. Mr. Alomary stated we do not need to add any new signs. Mr. Kljun stated when he creates the next phase of the sign replacements we can reconfirm if a sign is actually needed or not if it is blocked by a tree. Mr. Kljun stated he will reconfirm that the stop signs designated in his additional sign replacement list is not hidden by a tree.

Mr. Alomary inquired if the Township has a program that obligates a resident to replace a street tree. Mr. Siedell stated his homeowners association approved a program to obligate a resident to replace a dead street tree within one year. He stated if they do not the HOA replaces the tree and assesses the homeowner the costs. Mr. Kljun stated there are 4 trees allowed for replacement. Mr. Serchak stated the Bradford Pear is an undesirable tree due to wind damage.

V. Adjournment

Motion by Serchak, supported by Desai to adjourn at 7:22 pm. Motion carried by all members present.