PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
Monday, October 26, 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 Monday, October 26, 2015

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines

Members Absent: Bill Serchak, Canton Township, Ranson Smith, Fairways

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

I. **Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:50 pm.

a. Approval of Agenda

Motion by Siedell, supported by Alomary to approve the agenda as amended with the date of the approval of minutes for September 22, 2015. Motion carried by all members present.

b. Approval of Minutes

1. September 22, 2015

Motion by Siedell, supported by Alomary to approve the September 22, 2015 as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun distributed the current Balance Sheet as of October 26, 2015. He stated the first payment for signage has been made. He stated PRRMA will be under budget on signage from what was approved. Mr. Kljun stated the Board approved $29,000 and PRRMA is currently at $25,700. Mr. Alomary inquired when Canton makes their payment to PRRMA. Mrs. Bilbrey-Honsowetz stated Canton makes a onetime lump sum payment at the beginning of the year.

Mr. Kljun stated the Inventory-Signs is currently $228.30. This number will be zero when the sign program is completed and PRRMA has used all the signs in inventory. He stated the cost of the signs will be charged to the appropriate association. Mr. Alomary inquired what happens to the blades that were ordered incorrectly. Mr. Kljun stated those sign blades will be disposed of as there is no way to correct. Mr. Kljun stated a sign blade was ordered for Overhill Road and it should have been Overhill Lane. Mr. Kljun stated a sign blade was ordered per the drawing, however it never really existed. Mrs. Bilbrey-Honsowetz stated

PRRMA has instructed Fast Signs to call to confirm in the future if there is not a sign presently there.

Mr. Siedell stated he would like to see a confirmation on amount of loss for signs. He stated he understands mistakes are made. Mr. Kljun stated the cost is $264 per sign. He stated he will forward an amount of incorrect signs ordered.

Mr. Kljun stated the invoices for the 4th quarter have been prepared and will be mailed out tomorrow. He stated these invoices will be due the end of November.

Mrs. Bilbrey-Honsowetz stated she realized that she did not have the budget on the agenda. All members were in favor of having the budget on the agenda for the next meeting.

b. Cash Flow Analysis

Mr. Kljun distributed the cash flow analysis to all members.

III. Unfinished Business

a. Street Sign Replacement

Mrs. Bilbrey-Honsowetz stated she received an email today from Mr. Siedell regarding a sign blade damaged at Highlands and Cherry Hill. She stated there does not appear to be any other damage. She stated Mr. Siedell is concerned regarding the strength of the bolts used. Mr. Siedell stated you have an aluminum pole with a heavy cast iron sign blade. He stated there was no visible sign of an accident. Mr. Kljun stated the installer has put a bolt straight thru the blade and post in the past. Mrs. Bilbrey-Honsowetz stated Mr. Kljun will have the installer investigate the workmanship on this issue. She stated Mr. Kljun will email the Board with a reason this happened. Mr. Kljun stated if this is not a casualty of construction the repair technique is a straight through bolt attached with a nut on both ends. Mr. Kljun stated if there are two sign blades together, Fast Signs can bolt through both of them. Mr. Siedell stated this should be the standard if it is a possibility.

Mr. Kljun stated at Country Club and Cherry Hill when the County painted the roadways the 30 inch stop sign was removed. He stated the pole is there and will be relocated. Mr. Kljun stated he sent an email to Mr. Serchak but has not received a response regarding the removed stop sign and its whereabouts. The cost of the sign is $277.00.

i. Updated Map/Drawings

ii. Schedule for Remaining Signs

Mr. Kljun stated after this phase the only remaining signs will be yield, No Right Turn and speed limit signs. He stated before they would be replaced each association would have input if they are needed. Mrs. Bilbrey-Honsowetz inquired for traffic control purposes do we know why we have

yield signs in certain locations and stop signs in other locations. Mr. Kljun stated we do not have stop signs. He stated PRRMA has yield signs at all of the boulevard crossings. He stated in Fairway Pines the drawings show you have a yield sign when you are making a turn onto Murifield or Augusta. He stated in Fairways you will find a yield sign as well as a no right turn sign. Mrs. Bilbrey-Honsowetz inquired do we know why there is difference. Mr. Kljun stated his assumption is that they were built at different times. Mrs. Bilbrey-Honsowetz stated PRRMA may need Mr. Serchak and Public Safety's expertise on this issue. Mr. Kljun stated if we want all subdivision to be the same it would cost $160 per post to add "Yield" and "No Right Turn". He stated PRRMA would need less than 10 additional signs. Mr. Kljun stated he will take photographs for Mr. Serchak and Public Safety for the signs based on the approved drawings. Mr. Siedell stated this should have been considered before we began the sign program. He stated we should not put signs behind trees, and no "No Right Turn" sign where none is needed. Mr. Kljun stated the signs were installed based on the approved drawings.

Mrs. Bilbrey-Honsowetz stated she would like way finding signs for directional purposes on Summit Parkway. She stated upon PRRMA's approval Canton would pay for these signs and the signs would conform to PRRMA's signs. Mr. Siedell stated he would like to see the plans for these signs before approval.

b. Diagram of Responsibility

Due to Mr. Serchak's absence this item will be kept on the agenda. Mr. Alomary stated he wanted to confirm that it is the responsibility of PRRMA for sidewalks. Mr. Siedell stated yes that is correct. Mr. Alomary stated he would like this diagram posted on PRRMA's website when completed.

c. Winter Pothole Patching

Mr. Siedell stated some potholes have been addressed. He stated the HOA's should inform PRRMA which potholes should be addressed as needed. Mrs. Bilbrey-Honsowetz inquired if a dollar amount was discussed. Mr. Siedell stated no, it was stated it would be nominal.

d. 2016 Concrete Project

i. Invisible Fences

Mrs. Bilbrey-Honsowetz inquired when PRRMA begins concrete work, how do we handle issues on damage to invisible fences. Mr. Alomary and Mr. Siedell stated it should be treated the same as sprinkler damage. Mrs. Bilbrey-Honsowetz stated PRRMA can send notices to homeowners advising them of concrete work to begin and let PRRMA know if there is any damage to their invisible fence. Mr. Kljun inquired if PRRMA would be responsible if there was any issues with the dog biting someone or getting hit by a vehicle. Mr. Siedell stated PRRMA would be liable if

PRRMA did damage during concrete work. It was discussed that PRRMA needs to implement strong communication where concrete work is being done. Mr. Siedell stated this communication should also be on the PRRMA website for all homeowners to check their sprinklers and if they have an invisible fence, check that also during concrete work being done in front of their home. Mr. Kljun inquired if PRRMA should contact the insurance underwriter to assure coverage. Mr. Kljun stated he will investigate.

Mrs. Bilbrey-Honsowetz stated Mr. Serchak stated he does not have a proposal from Spalding DeDecker at this time. Mr. Serchak stated he should have it in a week or two. Mrs. Bilbrey-Honsowetz stated this proposal will identify the scope of work and dollar amount to be budgeted.

Mr. Siedell inquired if Spalding DeDecker will attend a PRRMA meeting. Mrs. Bilbrey-Honsowetz stated Mr. Serchak did not indicate they would at this time. Mr. Alomary stated he thought PRRMA would have Spalding DeDecker's assessment to review at the November meeting. Mr. Siedell stated he does not know how PRRMA can approve a budget for 2016 without Spalding DeDecker's assessment. Mrs. Bilbrey-Honsowetz stated she will talk to Mr. Serchak tomorrow and relay the concerns about getting the assessment done this Fall. She stated she will have Mr. Serchak send an email out to Board members on the proposal and timing.

e. Landscape Contract

Mrs. Bilbrey-Honsowetz stated PRRMA had Mr. Kljun so an analysis based on landscape contracts PRRMA individually have and if there are any savings if PRRMA did this collectively. Mr. Kljun distributed evaluation results for a collective lawn maintenance plan for Fairway Pines, Fairways, Pheasant View and Canton. Mr. Kljun stated each HOA needs to review the quote and compare to the landscape contractor they currently have. He stated he only received a quote from one contractor. Mrs. Bilbrey-Honsowetz stated the HOA's have existing contractors. She stated each HOA needs to review and let PRRMA know if there is a significant financial benefit. Mr. Kljun stated this evaluation does not include irrigation and maintenance of irrigation systems. Mrs. Bilbrey-Honsowetz stated she will keep this on the agenda for the next meeting. Mr. Siedell stated this evaluation has no benefit for Fairway Pines. He stated his current contractor is quoted at less than this evaluation.

Mr. Kljun stated there is a management fee of $100.00 per month for 7 months. He stated this covers invoicing and payment, communication for any issues and any contractor questions.

Mrs. Bilbrey-Honsowetz stated the ponds at Summit Parkway are used to irrigate the golf course. She stated there have been drought issues and the ponds were overfilled and being maintained at an artificially high level. She stated those

ponds have been taken down to the design level. She stated there are issues now filling the ponds and Canton is trying to get to the underlying issues. She will keep everyone informed.

IV. <u>Other Business</u>

a. Next Meeting Date

The next meeting is Tuesday, December 1, 2015 at 5:45 pm. Mr. Kljun stated he will email the proposed budget for Board members to review prior to the meeting.

Mr. Siedell stated landscaping monument entrances are a capital project. He stated there are 8-12 shrubs and trees that are dead or near dead in Fairway Pines that need to be removed. Mr. Siedell inquired if as a Board we will look at landscaping as a complete package or a 5 year plan as changing walls and bricks. He inquired if he should prepare a plan for PRRMA to look at regarding his two entrances or should this be done collectively. Mr. Alomary stated his HOA spent almost $10,000 updating his entrances. He stated his HOA presented a plan to PRRMA for approval.

Mr. Siedell stated at his HOA meetings they go round and round regarding maintenance and/or modification. He stated he would entertain PRRMA pay for those modification because it is in the right of way and defined as PRRMA's responsibility. He stated the delegation of maintenance is there and Fairway Pines has been maintaining this area.

Mrs. Bilbrey-Honsowetz inquired how soon does Fairway Pines want to do this work. She stated it will be a while before PRRMA can get to the capital project for entrances. She stated it would be nice to have a design with some common elements and allow some variance for uniqueness. She stated the HOA's would be allowed to do some freshness on the entrances but not a complete overhaul at this time. Mr. Kljun stated the entrances are the responsibility of PRRMA. Mr. Siedell stated he feels that PRRMA should absorb the cost.

Mr. Siedell stated PRRMA did a major landscaping plan last year and none of the entrances were touched to his knowledge. Mr. Kljun stated that is correct. He stated this was the plan prepared by Leigh Thurston, Canton, two years ago. Mr. Siedell stated he would like to prepare an annual plan for all HOA entrances. Mr. Siedell stated his HOA cannot afford a $5,000 project for clearing out dead trees/shrubs at the two entrances.

Mr. Kljun stated he has been informed that some of the lights have been damaged. He stated we are still maintaining the high pressure sodium lights and have not gone to LED lighting yet. He stated the lighting is part of the monument.

Mrs. Bilbrey-Honsowetz inquired how quickly does Fairway Pines want to modify their entrances. Mr. Siedell stated his HOA would like to at least get the dead/almost dead trees and shrubs removed this year and plant next year is the

goal. He stated Fairway Pines either needs to have a plan or incorporate PRRMA. He stated he will share his bids for the two entrances. Mr. Siedell stated he can take a picture of Fairways entrances and send to his contractor for a bid.

Mr. Kljun stated PRRMA could look at all of the HOA's entrances and prioritize. Mrs. Bilbrey-Honsowetz stated PRRMA wants to be fair to each of the HOA's in this process. She stated PRRMA needs to have everyone present for this discussion and if there is to be a change made it is documented per the minutes. Mr. Siedell stated he feels that PRRMA needs to reimburse Fairways for their entrances if PRRMA absorbs the costs for the other HOA entrances.

Mr. Siedell stated he will take pictures of Fairways entrances and prepare a proposal to remove and trim and address those this year. Mrs. Bilbrey-Honsowetz stated she will place this on the agenda for the next meeting.

V. Adjournment

Motion by Siedell, supported by Alomary to adjourn the meeting at 7:14 pm. Motion carried by all members present.