



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

May 13, 2025

Zoom Meeting Minutes

6:00 p.m.

Members Present: Greg Hohenberger, Canton Township, Robert Aitken, Fairway Pines, Kevin Whitaker, Pheasant View, Carl Yoder, Fairways

Members Absent: None

Others Present: Mike Sheppard, Manager, Deborah Dooley, Secretary, Charles Larocque, Canton Township

I. Call to Order

Mr. Hohenberger called the meeting to order at 6:05 pm.

- a. Approval of Agenda
Motion by Aitken, supported by Whitaker, to approve the agenda as presented. Motion carried unanimously.
- b. Approval of April 8, 2025 PRRMA minutes.
Motion by Yoder, supported by Whitaker to approve the April 8, 2025 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. 2025 Budget
Mr. Sheppard stated he did receive Fairway Pines dues for the first quarter. He stated the second quarter invoices will be forwarded soon.

Mr. Sheppard stated the Board approved a budget for 2025 for \$849,614. He stated it would take a motion from the Board to make any changes to that approved amount. Mr. Whitaker stated once the invoices begin coming in for Nagle, the amount will be posted in the expense column and removed from the budgeted amount. Mr. Sheppard stated yes, that is the process.

- b. Cash Flow Analysis
Mr. Sheppard stated the bank balance ended in April at \$669,000. He stated some large expenses will be coming in the next quarter and reflected in the

bank balance. He stated the actuals are through April and the forecast is through May-December. Mr. Sheppard stated that an invoice from Spalding DeDecker for engineering was paid in March for \$9,600 and Mr. Hohenberger just signed off on 4 invoices for engineering that will be paid soon. He stated he does not think this is all of the engineering cost.

III. Old Business

a. Bids for 2025 Project

Mr. Sheppard stated the concrete bid was awarded to the Township provider, Rotundo Construction. He stated the amount was \$158,476 for sidewalk repairs for 2025 with a built-in allowance of \$15,000. This will allow some sidewalks that were not on the original list.

Mr. Sheppard stated the entire budget for the sidewalks and road repairs was \$674,650, and bids came in at \$537,000, putting us under budget \$137,000. Mr. Sheppard stated he can go to the Spalding DeDecker bid specs to show the sidewalk flags that were included in the bid and send them to the Board.

Mr. Yoder inquired if the ADA issues to be repaired will make PRRMA fully compliant. Mr. Hohenberger stated it is his understanding it will make us fully compliant.

Mr. Sheppard stated the roadway and concrete repairs on Summit Parkway were bid on by three contractors. He stated Nagle was the lowest bidder at \$378,550. Mr. Hohenberger stated Nagle does a great job and there were no issues in the past. Mr. Whitaker stated communication was an issue in the past. Mr. Hohenberger stated they had an effective communication in the past. He stated he will stress with Nagle to provide effective communication with residents. Mr. Whitaker stated utilizing the PRRMA website to inform residents of closing streets would be helpful. Mr. Hohenberger stated once this contract is awarded, he would like the contractor to begin after Liberty Fest and before school starts in the fall.

Motion by Yoder, supported by Whitaker, to approve the contract with Nagle Construction for \$378,550 for roadway work on Summit Parkway as presented with a 10% contingency. Motion carried unanimously.

Motion by Whitaker, supported by Yoder, to approve the contract with Rotundo for concrete sidewalk work for \$158,476 with a built-in contingency. Motion carried unanimously.

b. Tree Replacement Review

Mr. Whitaker inquired if PRRMA is interested in acquiring trees from Zack at the Township. He stated if we go through PRRMA there is no minimum on the number of trees. He stated it would be a complete pass through for PRRMA with the HOA's. Mr. Aitken stated he spoke with his HOA, and they were going to meet with an arborist to determine what trees would need

replacing. He instructed him to get in contact with Mr. Whitaker on this. Mr. Yoder stated he will send an email to his HOA Board on this subject and get back with you within two weeks.

Mr. Sheppard stated this is not in PRRMA's business plan. He stated the budget would have to be amended for the purchase of the trees. He stated this would be an expense for PRRMA and PRRMA would have to bill the HOA's. That would create a revenue increase and a liability increase. He stated if the three HOA's wanted to get together and purchase the trees would be a better plan since it doesn't fit PRRMA's purview. Mr. Hohenberger stated since the HOA's are part of PRRMA, you could pay for the trees, and he will speak with Zack if he needs to. Mr. Whitaker stated the minimum is 25 trees. Mr. Sheppard stated from the auditor's point of view, they want to know if we are going into a new venture and it doesn't fit with what PRRMA has been doing. Mr. Hohenberger sent Zack an email.

c. Pothole Repair Locations

Mr. Sheppard stated he had Danjo Construction go out and fill in the potholes last Friday for the addresses submitted by Board members. He stated if PRRMA cannot get Summit Parkway completed in a quick time limit they will also be filling potholes on Summit Parkway.

Mr. Yoder inquired if the parking lot at the golf course will have its potholes filled. Mr. Hohenberger stated he will send an email.

IV. New Business

a. Next Meeting Date

The next meeting date is Tuesday, June 10, 2025 at 6:00 pm.

Mr. Yoder inquired if the contractor working on the streetlights has received the parts he was waiting for and if the lights are in working order. Mr. Sheppard stated he will reach out to the contractor. Typically, they send an email with the invoice when the work is completed. Mr. Yoder inquired if the Board can be notified of when work is completed.

Mr. Yoder stated the Beck Road entrance monument on the south side has some crumbling of the cement at the base. Mr. Sheppard stated once the big projects are completed, we should have some extra funds to fix the other issues.

Mr. Sheppard stated he is still working on the website for financial and minutes.

V. Adjournment

Motion by Yoder, supported by Aitken to adjourn the meeting at 6:32 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming