PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
June 2, 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, June 2, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Bill Serchak, Canton Township, Manoj Desai (arrived at 6:26 pm), Fairways, John Chen, Fairway Pines

Members Absent: Larry Siedell, Fairway Pines

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

I. **Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 6:05 pm.

a. Approval of Agenda

Motion by Alomary, supported by Serchak to approve the agenda as presented. Motion carried by all members present.

Mrs. Bilbrey-Honsowetz stated the curb/gutter and PASER rating has been deferred from the agenda due to Mr. Siedell having concerns that will be discussed and added to the July Agenda for further discussion.

b. Approval of Minutes

1. Approval of the April 21, 20125 Minutes tabled until the July meeting with Mr. Siedell's changes.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated the May financials were sent to all Board members via email. Mr. Alomary inquired if the painter for the guard house has been paid. Mr. Kljun stated the painter is not finished with the guard house. He stated the painter has washed the guard house and is waiting for the tiles to be completely dry to finish painting. He stated the delay has been weather conditions and he entered into the financials with an estimated completion date it has defaulted into the aged accounts payable. Mr. Kljun stated the painter has yet to put the sealer on the roof and shingles. PRRMA is not delinquent in payment to the painter.

b. Cash Flow Analysis

Mr. Kljun stated he has adjusted the cash flow with the completion of the roadway work. He stated in June the sign installation will be complete. He stated the last payment of $5,000 will be in July. He stated it is projected at the end of 2015 the reserve will be $387,335.

Mrs. Bilbrey-Honsowetz stated it was discussed in mid budget year that the Board could possibly increase the sign installations and look at any other capital projects that may be needed. She stated it can be discussed at a future meeting the scope of the road repair project for 2016.

Mr. Chen inquired on the actual and projected budget. Mr. Kljun stated January through May is actual and has been paid. Mr. Chen stated June through December are projected cost. Mr. Kljun stated yes that is correct. Mr. Kljun stated August through November cash requested is projected at no increase in dues.

III. Unfinished Business

a. 2015 Road Repair Project

Mr. Serchak stated PRRMA is holding $5,000 to Nagle until the work on the punch list is complete. He stated all items are being fixed rather quickly. Mr. Desai stated there was a sprinkler for a resident that needed it fixed quickly but it was sitting in his box for two weeks and he didn't know. Mr. Serchak stated it was fixed quickly.

Mr. Serchak stated he would advise members to inform their residents when the contractor is ripping out the concrete as quickly as they can and they usually know when they hit a sprinkler head. They will not delay their job, however they will come back and repair any damaged sprinklers.

Mrs. Bilbrey-Honsowetz stated if there are any further complaints to the PRRMA Board from residents we need to respond immediately to the PRRMA Board. Mr. Serchak stated we need to have those issues brought to our attention within 2 weeks or by June 19th.

Mrs. Bilbrey-Honsowetz stated at the next meeting the discussion will be on the evaluation of the curb/gutter and the PASER rating to assist in identifying next year's project. Mr. Serchak stated he thinks in 2016 PRRMA needs to focus on the concrete areas. He stated the curbs do take the water and it does flow. Mrs. Bilbrey-Honsowetz stated if there are any areas of concern please get those lists to Mr. Kljun. Mr. Serchak stated next year we may do concrete work exclusively. He stated this list of locations for concern can be looked at by Mr. Kljun and himself but he would also request Spalding DeDecker to inspect these locations as well. Mr. Serchak stated everyone enjoys the roads and curbs. He stated no one person owns the curbs or roadway.

Mr. Desai inquired if any additional projects will be done this year. Mrs. Bilbrey-Honsowetz stated there will be no additional projects done this year. She stated a list will be compiled for locations of interest for future projects.

b. Street Sign Replacement

Mr. Kljun stated all materials including poles, signs and bases has been received at approximately $30,000. He stated the remaining cost for installation is approximately $9,000. He stated the sign blades are approximately $13,000 and are projected to ship on the 15th of the month. The sign blades will be shipped to the DPW Building on Sheldon Road. Mrs. Bilbrey-Honsowetz stated she will give DPW the information that the blades will be delivered the week of the 15th. Mr. Kljun stated he will inventory the shipment to assure it is correct. He stated he will contact the contractor that the material has arrived and the project will be completed within several days.

Mr. Kljun stated he needs to contact the electrical contractor immediately that the seven lights along Glengarry should be disconnected, remove the light fixtures, recondition and reassemble upon completion of the installation of the poles. He stated this will complete the replacement of all the sign blades for this year. Mr. Kljun stated we are in very good condition with materials. The cost was 5 % above the previous year.

Mrs. Bilbrey-Honsowetz inquired when will the power be disconnected to those lights on Glengarry. Mr. Kljun stated only the lights with wooden poles will be disconnected. He stated he will get a time frame. Mrs. Bilbrey-Honsowetz stated she would like this information to be placed on the PRRMA Website.

Mr. Desai arrived at 6:26 pm.

Mr. Desai stated it was stated that all the sign blades will be replaced. He stated there are 10 in Fairways. He inquired on the cost increase. Mrs. Bilbrey-Honsowetz stated yes, this was discussed in the minutes and it was decided upon that all sign blades would be ordered in order to avoid future cost increases. Mr. Serchak stated this is a 5 year project and we are into year 3.

Mr. Kljun stated 52 sign blades have been purchased. This will replace all sign blades within PRRMA.

c. Diagram of Responsibility with Conditions

Mr. Serchak stated this will deferred to July.

IV. Other Business

a. E-Mail Voting Policy

Mrs. Bilbrey-Honsowetz stated the by-laws does allow meetings to occur in an electronic format. Mr. Alomary inquired if a meeting does not occur for 3 weeks can the PRRMA Board vote on an issue electronically. Mrs. Bilbrey-Honsowetz stated the by-laws states Item 19. Voting: "Each Director shall be entitled to cast one (1) vote on any question before the Board. Every act done, or decision made, by a majority of the Board, including the affirmative vote of either the Chairman, or Vice Chairman, at a duly held meeting, at which a quorum is present, shall be regarded as the act of decision of the Board. "also Item 14. Meetings " Regular meeting of the Board shall be held monthly, without notice, at such place and time

as shall be fixed, from time to time, by resolution of the Board. Meetings of the Board shall be held at the Principal Office, or at such other place within Wayne County, Michigan as may,from time to time, be fixed by resolution of the Board. Directors may participate in any meeting by means of conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other, and participation in a meeting in such manner shall constitute presence in person at such meeting." Mrs. Bilbrey-Honsowetz stated she cannot visibly hear your opinions but she can see in writing what the opinion is of the Board members. Mr. Alomary inquired if those emails would be published as a meeting. Mrs. Bilbrey-Honsowetz stated it is indicated in the minutes on an item that it was voted on electronically, however maybe we need to publish meeting minutes on items voted on electronically in a more formal manner.

Mr. Chen inquired if five votes are needed for a vote. Mr. Serchak stated three votes out of five are needed. Mr. Alomary stated there may be times we need to vote outside a regular scheduled meeting. Mrs. Bilbrey-Honsowetz stated Mr. Siedell stated he would like a unanimous vote. She stated the by-laws require a simple majority vote and unless we want to change the by-laws it would remain as stated. She stated if any member has an issue, they can request this item be deferred until a regular scheduled meeting to discuss and vote.

Mr. Kljun inquired who would initiate the electronic motion. Mrs. Bilbrey-Honsowetz stated an electronic motion can be made by any Board member.

Mrs. Bilbrey-Honsowetz stated the intent is to vote at a scheduled meeting. She stated the exception is that in an emergency situation we participate in an electronic vote. Mr. Alomary stated he believes any emergency situation for voting should have its own separate minutes.

Mrs. Bilbrey-Honsowetz stated the intent is to conduct meeting at regular meetings in person. She stated we recognize there may be rare times for special circumstances that may require the Board to act quickly therefore the Board would host an electronic meeting for voting purposes. This information would be shared with all members, a vote taken, share outcome and approve electronic minutes for that electronic meeting at the next regular scheduled meeting. Mr. Alomary stated this is a good option to have for special circumstances. Mrs. Bilbrey-Honsowetz stated any Board member or their designee can vote in this manner. Mr. Kljun stated all the current results will reside with the current secretary.

b. Sandalwood Road Drainage

Mr. Serchak stated the water has subsided. He stated an engineer observed that most of the catch basins are full of sediment in the bottom. He stated these all need to be clean out. He stated these lines may needed to be jetted out. He stated it will drain but takes a long time. Mr. Serchak stated we got far more than a 10

year storm. He stated these drains are designed to not take anything more than a 10 year storm which would cause flooding. He stated it is the HOA's responsibility to jet the lines. Mr. Desai stated this areas consistently floods. Mr. Kljun stated this has not come up before. He stated there are issues where catch basins have been clogged and the HOA's have authorized someone to come out and jet the lines. Mr. Serchak stated a 10 year storm is 2 inches. He stated Canton had 2.5 inches. He stated most of the pipes are self-cleaning. Mr. Chen stated if the ponds are full, then it will backflow into the lines. Mr. Serchak inquired if PRRMA is the right body to clean all the lines. He stated that PRRMA owns the lines from sidewalk to sidewalk. He stated side yards are owned by the HOA's. He stated most of the rear yards are the HOA's. Mr. Serchak stated all this information is in the Master Deeds. However, it was never asked if PRRMA is responsible to jet the entire system. Mr. Alomary stated this should be on the Diagram of Responsibility. Mrs. Bilbrey-Honsowetz inquired if there is any merit to taking the cameras out to see where the blockage is located to find a resolution. Mr. Serchak stated the pipes did drain within a day so this indicates the pipes are flowing. Mr. Desai inquired why just that area is flooding. Mr. Serchak stated is on Sandalwood before the cul de sac. Mr. Serchak stated he will TV this pipe. He stated he will be surprised if the line is clogged. Mrs. Bilbrey-Honsowetz stated after this investigation we can add to the Diagram of Responsibility.

c. PRRMA Reserve Budget

Defer to July

d. Audit Report

Defer to July. Members would like an electronic copy of the Audit.

e. Street Sweeping

Mrs. Bilbrey-Honsowetz stated this is a good time to sweep now that road repairs are complete. She stated she will try for Thursday and/or Friday next week. She stated HOA's should encourage residents to remove vehicles off the streets for street sweeping. Mr. Desai stated the entrance at County Club will have cars parked due to construction. Mr. Chen stated he would like this deferred to fall. Mr. Desai stated her would like it to be done now and again in the fall. The cost is $1,300 for all of PRRMA.

f. Next Meeting Date

The next meeting will be Tuesday, July 14, 2015 at 5:45 pm.

Mrs. Bilbrey-Honsowetz stated the agenda will include the following:

1. Diagram of Responsibility
2. PACER Rating for Curbs
3. Reserve Budget/Sidewalks
4. Storm Water

V. Adjournment

Motion by Serchak, supported by Alomary to adjourn at 7:29 pm. Motion carried unanimously.