



**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**

Canton Administration Building

November 18, 2025

Microsoft Teams Meeting

**6:00 p.m.**

**Members Present:** Charles Larocque, President, Canton Township, Robert Aitken, Fairway Pines, Kevin Whitaker, Pheasant View, Carl Yoder, Fairways

**Members Absent:** None

**Others Present:** Mike Sheppard, Manager, Deborah Dooley, Secretary

**I. Call to Order**

Mr. Larocque called the meeting to order at 6:20 pm.

- a. Approval of Agenda  
Motion by Yoder, supported by Whitaker, to approve the agenda as presented.  
Motion carried unanimously.
- b. Approval of October 14, 2025 PRRMA minutes.  
Motion by Aitken, supported by Yoder to approve the October 14, 2025 PRRMA Minutes as presented. Motion carried unanimously.

**II. Financial Activity Review**

- a. 2025 Budget  
Mr. Sheppard stated as of the end of October PRRMA has revenue of \$329,216.97 and expenses of \$492,891.72. He stated his job is to get all the invoices paid up through 2025.
- b. Cash Flow Analysis  
Mr. Sheppard stated in October PRRMA received \$320 in interest. He still has outstanding sidewalk repairs and engineering invoices from Rotundo. Mr. Aitken stated he sent over sidewalk repair invoices that Fairway Pines received from Canton Township for Cherry Hill that should have been sent to PRRMA. Mr. Sheppard stated he will have Rotundo void those invoices and invoice PRRMA.

**III. Old Business**

a. Rotundo Update

Mr. Larocque stated Rotundo is working on sidewalks. He requested if anything comes up let him or Mr. Sheppard know as soon as possible.

Mr. Aitken inquired if Rotundo can pour cement with the cooler weather. Mr. Larocque stated the weather looks warm enough and may cover the wet cement for the cooler nights. He stated that he is comfortable that it will be correctly by Rotundo.

Mr. Sheppard stated we had the PRRMA scope of requirements. He stated there were additional ones brought to our attention. He stated homeowners are also approaching Rotundo employees for flags they deem need fixing. He stated some of those do not meet the criteria of replacement for PRRMA. Rotundo and Spalding DeDecker are doing their best but if they do not meet the requirements, they will not be replaced. Mr. Yoder stated he would like a copy of the requirements sent to the Board members. Mr. Whitaker stated he would like the requirements posted on the website.

b. Open Meetings Act

Mr. Larocque stated the Open Meetings Act pertains to for-profit and government agencies only. PRRMA does not apply to follow the Open Meetings Act.

#### IV. New Business

a. 2026 Budget

Mr. Larocque stated PRRMA has all the evaluations from Spalding DeDecker for sidewalks, curb and gutters for all three subdivisions. He stated looking at all the maps for the two subdivisions for the roads and the other subdivision is for curb and gutters. He stated in connection with the PASER rating, we begin looking at all the roads rated as a four or brown curb that has deteriorated. He stated the PASER rating is only for driving surfaces. Mr. Larocque stated \$2 Million has been identified by Spalding DeDecker for repairs. He stated generally we identify \$300,000 towards work per year.

Mr. Larocque stated if we want to catch up on these repairs we should increase PRRMA dues. He stated we can only increase dues by a maximum of 10% per year. By increasing 10% it will only give PRRMA about \$30,000 additional funds to use for repairs, annually. If PRRMA takes a year where the dues are not increased, PRRMA will continually fall behind. There are options of only focusing on one subdivision per year.

Mr. Sheppard stated Fairway's proposed road repairs for the brown areas are \$205,080 and Fairway Pine's proposed road repairs are \$370,340. Mr. Aitken inquired if crack sealing could be used for the brown areas. Mr. Larocque stated he has not actually looked at the roads rated brown, but he believes those roads would need a mill and resurface. Crack sealing would be

beneficial prior to the roads being rated a four. Crack sealing would assist in closing the crack and not allowing water to seep into the asphalt, during the freeze and thaw process and extend the life of the asphalt. Curb should be done at the same time as the asphalt is replaced. Mr. Yoder stated the dues need to be raised to keep ahead of the roads. He stated keeping up with maintenance is better than rebuilding later. Mr. Whitaker stated he definitely agrees with replacing the brown sections and focusing on curbs at driveways. He stated prioritizing the work is key for utilizing as many repairs as possible. Mr. Larocque stated we can produce a strategy each year and increase dues till we catch up with repairs.

Mr. Larocque stated with the age of the roads the focus should be on asset management and maintenance. He stated he will work with Spalding DeDecker for a strategy. Mr. Yoder inquired if PRRMA just did curbs in 2026 would the brown roads just stay the same or decrease in severity. Mr. Larocque stated you will not lose the ability to mill and resurface if you wait another year to do the roads. Mr. Aitken inquired if you could patch the curbs to make them look better. Mr. Larocque stated there is very little to do with curbs other than replace.

Mr. Whitaker stated he would have to discuss it with his board before voting for an increase in dues. Mr. Sheppard stated yes, this is why we are having this discussion tonight. He stated we will have to vote at the December meeting for the budget. Mr. Aitken requested Mr. Sheppard send a list of what each subdivision pays currently and what each subdivision will pay with the 10% increase. Mr. Sheppard provided this spreadsheet and stated the increase will go into reserve only for curb/gutter and road repairs. Mr. Larocque stated he would suggest the Board speak to their HOA's and tell them PRRMA would benefit from a 10% increase for 2026 and likely 2027. He stated PRRMA needs to stay proactive and aggressive and possibly in 5 years, if we are in a good place, reduce the dues, or allow PRRMA no increase for 10 years.

PRRMA residents are in a good place, they just pay the bills and have the Board do the work for them.

Mr. Sheppard stated we will vote on the 2026 Budget at our December meeting and define the construction options in January and February.

Mr. Yoder inquired about the lights still not working. Mr. Sheppard stated the electrician stated they were fixed and waiting for the invoice. He emailed the electrician during the meeting to have them check out the lights. Mr. Whitaker stated his light pole had a defaulted eye and needed replacement.

- b. Next Meeting Date  
The next meeting date is Tuesday, December 9, 2025 at 6:00 pm.

V. Adjournment

Motion by Yoder, supported by Whitaker, to adjourn the meeting at 7:13 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming