

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**January 14, 2020**  
**5:30 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, January 14, 2020.

**Members Present:** Greg Hohenberger, Canton Township, Don Watson, Pheasant View, Gelita Maxwell, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** None

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

**I. Call to Order**

Mr. Bill Serchak called the meeting to order at 5:36 pm.

- a. Approval of Agenda  
Motion by Hetherington, supported by Hohenberger to approve the agenda as presented. Motion carried unanimously.
- b. Approval of Minutes
  1. December 3, 2019  
Motion by Hohenberger, supported by Hetherington to approve the December 3, 2019 PRRMA Board Meeting Minutes as presented. Motion carried unanimously.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun distributed financial documents for discussion. He stated PRRMA was awarded interest of \$5,545.20 for the Money Market Account. He stated the Huntington checking account is currently at \$4,611.73, Huntington Money Market is currently at \$284,316.25, total assets at \$284,316.25. He stated accounts payable is \$172.33, which is the insurance payment, paid monthly. He stated all insurance policies have been paid for 2020, plus Workman's Compensation and bonding policy on Mr. Kljun.

Mr. Kljun stated total expense for the year, 2019 is \$513,633.83. He stated PRRMA is under budget by \$109,969.22. He stated the reason that PRRMA was under budget is because Canton Township was under budget by \$68,316.88, including asphalt and concrete being under budget by \$54,826.00 and landscape was under budget by \$9,054. He stated Fairways was under budget by

\$71,578.79, including under budget on asphalt by \$54,816 and landscape repair by \$9,031. He stated Fairway Pines is over budget by \$44,501.77, for overrun by \$60,000 for roadway repair. He stated Pheasant View is under budget by \$11,400.38, due to landscape repair under budget by \$5,869 and engineering by \$3,955.11.

Mrs. Maxwell inquired as to why Fairway Pines was over budget. Mr. Kljun stated PRRMA did more work in Fairway Pines in 2019. Mr. Serchak stated PRRMA added a significant amount of work on Augusta in Fairway Pines and decided to hold off on some work on Summit Parkway. He stated PRRMA will pick up the work on Summit Parkway for 2020. Mrs. Maxwell stated PRRMA just shifted the work. Mr. Serchak stated yes, correct. He stated PRRMA does track the work by area. Mr. Whitaker inquired if there is a list of what PRRMA is responsible for and what the HOA is responsible for maintaining. Mr. Kljun stated he will get this information and distribute to all Board members. Mr. Whitaker stated this has always been a gray area and needs clarification. Mr. Serchak stated this was discussed a year or two ago for area of responsibility. Mrs. Maxwell inquired who controls how the decisions get made on responsibility. Mr. Kljun stated he has a document that describes how decisions are made on responsibility, which PRRMA Board discussed last week. Mr. Kljun stated the line of sight responsibility is clarified in this document: From time to time the roadway manager may determine that the landscaped areas within the right of way may require change, alteration, update, modification or replacement. The following procedures will be followed: the roadway manager will authorize to be prepared a description of the desired change to be presented to the roadway manager (PRRMA) for review and approval. Upon approval of the requested alteration the roadway manager will proceed with the desired alteration. The payment of the approved alteration will be the sole responsibility of the roadway manager (PRRMA). Upon completion of the approved alterations the affected subdivision will modify their maintenance procedures taking into account the installed modifications. He stated PRRMA has delegated to each association the responsibility of maintenance of the area within the roadway (boulevards). He stated occasionally there are issues that come up where the roadway manager (PRRMA) decides to change something in the boulevards, once approved, it is the responsibility of the roadway manager. He stated lawn mowing, shrub trimming, tree trimming, etc. is the responsibility of the HOA.

Mr. Serchak stated several years ago, PRRMA undertook a large landscaping project on Glengarry to thin out the boulevard. He stated this area was overplanted initially and this is an example of where PRRMA stepped in and paid for this project. Mr. Kljun stated PRRMA also removed diseased trees on Summit Parkway. Mrs. Maxwell inquired if Fairway Pines found issues outside of grass mowing that needed attention; she would bring to PRRMA for approval. Mr. Kljun stated yes, bring to the Board. Mr. Hohenberger stated if issues that are a safety concern PRRMA can always address via email. Mr. Kljun stated signs are a responsibility of PRRMA.

b. Cash Flow Analysis

Mr. Kljun distributed the Cash Flow for 2019 which includes all the projects funded by PRRMA.

Roadway Repair	\$346,972
Winter Road Repair Contingency	\$ 3,775
Links Entrance (rebuild)	\$ 17,796
Roadway Crack Sealing	\$ 62,180
Projected Road Repair Engineering (SD)	\$ 17,821
Tree Fertilization Program (all Subs)	<u>\$ 15,186</u>
Total	\$463,730

Mr. Kljun stated the beginning balance in the reserve fund for 2019 was 478,682. He stated we closed out in December 31, 2019 with a balance in the reserve fund of \$294,315. He stated the ending balance includes \$38,552 being held for Nagle and was carried over into 2020. Mr. Serchak stated this is the retainer and they have some items on the punch list that will need to be repaired in the spring.

Mr. Kljun stated the \$38,552 will be broken down and cost allocated to each subdivision and Canton. He stated Canton cost allocation will be \$522.14, Fairways cost allocation is \$13,160.84, Fairway Pines cost allocation will be \$24,679.54 and Pheasant View cost allocation will be \$189.44.

Mr. Kljun stated PRRMA is projecting keeping the same interest rate in 2020 as in 2019. He stated this will be approximately \$5,545.20.

Mr. Kljun stated Canton makes one contribution of \$86,365. He stated Fairways makes 4 contributions totaling \$82,242, Fairway Pines makes 4 contributions totaling \$96,056, and Pheasant View makes 4 contributions totaling \$53,449. He stated there is no change in each of the HOA's contribution for 2020.

Mr. Kljun stated the projected expenses for 2020 is as follows:

Roadway repair	\$393,442
Roadway Crack Sealing	\$ 23,020
Winter Road Repair Contingency	\$ 16,225
Roadway Engineering	\$ 17,239
Roadway Striping Golf Cart/Pedestrian Crossings 17 locations	\$ 6,500
Update PASER Maps (allocated to admin)	<u>\$ 3,500</u>
Total Capital Projects	\$459,926

Mr. Kljun stated the year end projection for 2020 will be \$90,647 in the reserve. He stated there will not be much roadway repair work done in 2021. He stated the cash flow document is a living document and updated each month based on spending. Mr. Whitaker inquired if a retainer fee will be held over in 2021. Mr. Kljun stated if PRRMA follows procedure, it probably will be held over. Mr. Serchak stated if Nagle finishes all punch lists including seed and sod, it can be completed before 2021.

Mr. Hohenberger stated the reserve value based on auditors of \$220,000 and \$320,000, however there is no requirement. He stated it is more of a recommendation. He stated when PRRMA decided on a two year cycle, we knew we might dip below the recommendation and in year three we would have much less construction, keep the fees to the associations the same and recoup our reserve. Mr. Whitaker inquired if PRRMA has ever done a special assessment to the HOA's. Mr. Kljun stated no, no special assessments have ever been done.

### **III. Other Business**

#### **a. Planning for 2020 Construction Season**

Mr. Serchak stated PRRMA opted for a two year cycle of construction. He stated 2020 will be year 2. He stated Nagle will hold their prices for 2020.

Mr. Serchak stated PRRMA has done sidewalks for the last 10 years. He stated in 2015-2016 PRRMA did curbs and a large amount of sidewalks. He stated the first year for sidewalk repairs was in 2006. He stated so far \$321,000 has been spent on sidewalk repairs.

Mr. Serchak stated in 2019 it was discussed to look at concrete lifting when applicable instead of a full concrete repair. He stated it is cheaper, and some areas were identified as applicable. He stated PRRMA would like to pursue this in as many areas as we can as soon as weather permits.

Mr. Serchak stated he would like to invite Spalding DeDecker and Rob Wilson (Nagle) to our next meeting. He stated we have the large maps indicating work projected and we completed half of the projected work. He stated he would like Spalding DeDecker to assess the sidewalks and get another contractor to repair sidewalks. He stated Nagle can do sidewalks, but they are a road building. He stated he would like to get someone specifically for sidewalks, curb and gutters. Mrs. Maxwell inquired if shifts in the sidewalks from tree roots can be leveled. Mr. Serchak stated no, leveling cannot be done on those areas. Mr. Whitaker stated there are other areas brought to his attention for leveling.

Mr. Serchak stated he would like to discuss roadwork with Nagle at the next meeting. Mr. Hetherington stated we have Spalding DeDecker doing a new PASER rating next year. He inquired if we should have them do it now before roadwork is done for 2020. Mr. Serchak stated he considered having them do it now, he will check with Spalding DeDecker and do it now.

Mr. Serchak explained the PASER rating and how it is done to the new Board members. He explained that our goal is 57. He stated it keeps the roads from becoming completely poor. He stated the first 8 years no road repair was done. Mr. Kljun stated PRRMA has spent over \$2 Million in road repair.

Mrs. Maxwell inquired if contractors will be billed for road repairs. Mr. Serchak stated we have never considered this in the past and do not have a mechanism to keep track.

b. Tree Trimming

Mr. Kljun stated Canton Landscaper, Geronimo, has indicated that trees along Beck and Summit Parkway need trimming. He stated Geronimo cannot get his equipment under the trees. He inquired if PRRMA should assess the trees and should we trim trees. Mr. Hohenberger stated we can look at these in the spring. He stated PRRMA can still handle on an as needed basis. He stated possibly in 2021 PRRMA does a larger assessment of tree trimming. Mr. Hetherington stated signs blocked by trees should be assessed for trimming. Mr. Serchak stated he would prefer the HOA's trim trees on a regular basis, and PRRMA trim for sight distance safety.

Mr. Hetherington stated he received a lot of calls on leaves that we still on yards well after compost pick-up was terminated. He stated GFL compost pick-up was extended to accommodate.

it Mrs. Maxwell stated Fairway Pines has standing water in the streets due to leaves covering the drains. She stated she noticed on the PRRMA Yearly Schedule it indicates street sweeping twice per year. Mr. Serchak stated PRRMA did not do street sweeping last year. He stated the Township has a street sweeper; however does not take care of leaves. Mr. Whitaker stated his HOA put a notice on the web site to let homeowners know that the storm drains need to be cleared. Mrs. Maxwell stated if we decided to pay someone to remove leaves and debris from storm drains that would be the HOA's responsibility. Mr. Serchak stated yes, it is the HOA's responsibility.

Mr. Serchak stated he can get S&J to do pot hole cold patching. He stated he would like members to send him locations needing patching.

Center Mrs. Maxwell inquires if the photo cell in the light at Glengarry and Canton get replaced. Mr. Kljun stated yes, it is replaced.

Mrs. Maxwell inquired who owns the sidewalks on Canton Center and Cherry Hill. Mr. Serchak stated those are owned by Fairway Pines and all repairs are to be done by the HOA. Mr. Maxwell inquired if those would fall under PRRMA's sidewalk repairs. Mr. Serchak stated no, PRRMA will do the sidewalks internally. Mr. Whitaker stated the sidewalks along Beck Road would be the responsibility of Pheasant View. Mr. Serchak stated if the HOA's sidewalks that

they are responsible for want the Township to put them on the Township's program to be repaired, they will be charged back.

Mr. Whitaker stated we talked about making a list of sidewalk repairs needed and posting them on the PRRMA website. He inquired if this is still the plan. Mr. Serchak stated yes, and he would like to engage a separate contractor for sidewalks. Mrs. Maxwell inquired who pays for the PRRMA website. Mr. Kljun stated PRRMA pays for the PRRMA website. Mr. Kljun stated there are 723 properties within PRRMA.

- c. Sidewalk Program  
Keep on the agenda for future discussion.
- d. Next Meeting Date  
The next PRRMA Board Meeting will be Tuesday, February 25, 2020 at 5:30 pm.

**IV. Adjournment**

Motion by Hetherington, supported by Whitaker to adjourn the meeting at 7:00 pm.  
Motion carried unanimously.