



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

July 8, 2025

Zoom Meeting

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 6:01pm.

a. Approval of Agenda

Motion by Whitaker, supported by Yoder, to approve the agenda as presented. Motion carried unanimously.

b. Approval of May 13, 2025 PRRMA minutes.

Motion by Yoder, supported by Whitaker to approve May 13, 2025 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

a. 2025 Budget

Mr. Sheppard stated the revenue is \$231,914.38 for the end of June. He stated one payment was missing and it came in late June. He stated it will be deposited for July report. He stated he will get the dues invoices out either this month or next month for quarter 3.

Mr. Sheppard stated on the expense side we have had \$85,000 so far this year. Some of the expenses include design and engineering for Summit Parkway, curb repairs, sidewalk and Beck Road entrance.

Mr. Aitken inquired if the lawn maintenance is paid forward. Mr. Sheppard stated yes, PRRMA budgeted \$30,000 and we sent them a check for \$27,090 earlier this year.

Mr. Sheppard stated the auditor fees were less than last year. He stated the QuickBooks cost would increase these fees. However, this is an on-line automated system and if anything were to happen and Mr. Sheppard was not available all the auditor's information would be available to them. Currently, Mr. Sheppard and Mr. Hohenberger have passwords to log in.

Mr. Sheppard stated that the item on the budget, entitled Miscellaneous and Upkeep, would be, for example, if the lights went out on Summit Parkway or the entrance signs light went out, and repairs would come out of that budget item. Mr. Yoder inquired about the \$15,000 spent to date out of Maintenance and Upkeep. Mr. Sheppard stated Bash Electric was paid \$1,700 to replace the LED lights, Fairways at Pheasant Run light repair, \$500, Map Electric repaired the breaker for the Christmas lights, \$250, Banjo Construction did the striping for the cart crossings for \$4,300, and a street sign damaged by a vehicle, \$1,100.

b. Cash Flow Analysis

Mr. Sheppard stated PRRMA received \$747 of interest income, plus dues from Fairway Pines, Pheasant View for 3rd quarter and Fairways 2nd quarter will be deposited for July. He stated PRRMA paid Mannik and Smith for the design and engineering \$6,000 under construction, Summit Parkway curb under construction and sidewalk repairs and design for the Beck Road entrance. He stated the bank account ending around \$688,000. He stated the invoices will be forthcoming upon completion, by today or tomorrow. Mr. Aitken inquired who makes the determination if the job was completed satisfactorily. Mr. Hohenberger stated as part of Spalding DeDecker's fees, they inspect the work completed.

III. Old Business

a. Rotundo Update

Mr. Hohenberger stated Nagle was loading the final pieces of equipment on the trailer this evening. He stated everything looks to be completed as far as the paving. He stated he was very pleased with the promptness of the project. He stated the only complaint he has is that Nagle's traffic controls were lacking. He stated he had to contact Rob (Spalding DeDecker) to let him know he could not get through at times. He stated that for future projects we might want to enforce our expectations for traffic controls. Mr. Sheppard stated there were some issues with Nagle's staff being combative. Mr. Sheppard stated he doesn't know if the striping was part of the bid package and will have to check with Spalding DeDecker. He stated we may be able to use the contingency for striping.

Mr. Sheppard stated he is still trying to get the dates for Rotundo to begin on the sidewalks. He stated when they do begin Spalding DeDecker will spray paint the sections to be removed according to the files they received from PRRMA. Rotundo will then remove those painted flags. He indicated that upon Spalding DeDecker spraying the flags, if there are any missing, send an

email to Mr. Sheppard or Mr. Hohenberger as soon as possible. He stated it also includes low water pooling areas.

Mr. Yoder stated he sent a picture of a broken curb at the end of a driveway. He inquired if this will be done by Rotundo. Mr. Sheppard stated if it is part of the roadway, it will be next year. Mr. Hohenberger stated they will ask Rotundo to see if they can do this one.

- b. Tree Replacement Update (Auditors)
Mr. Whitaker stated if Mr. Yoder or Mr. Aitken need any trees planted in their subdivisions, he would like to get this done this year. He stated the quantity and type of trees wanted would be necessary. Planting is included, but watering might be an additional cost.
- c. Pothole Repair Update (Including Golf Course Parking Lot)
Mr. Hohenberger pothole repairs have been completed. He stated the golf course parking lot is slated to be replaced in 2026.
- d. Streetlights Repair (Parts)
Mr. Sheppard stated the parts came in and it has been repaired on Cherry Hill. Mr. Yoder inquired about the streetlight on Glengarry that is not working. Mr. Sheppard stated he did not have this one on his list, but he will check on it.

IV. New Business

- a. Next Meeting Date
The next meeting date is Tuesday, August 12, 2025, at 6:00pm.

V. Adjournment

Motion by Yoder, supported by Aitken to adjourn the meeting at 6:30 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming