PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
July 14, 2015
5:45 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, July 14, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township, Larry Siedell, (arrived at 5:58 pm) Fairway Pines, Bill Serchak, Canton Township, Manoj Desai, Fairways, Mark Waldbauer, Pheasant View

Members Absent: Omar Alomary, Pheasant View

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

I. Call to Order

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:52 pm.

a. Approval of Agenda
Motion by Serchak, supported by Desai to approve the agenda as amended adding IV. Other Business, g. Mailboxes. Motion carried by all members present.

b. Approval of Minutes
1. April 21, 2015
Motion by Serchak, supported by Bilbrey-Honsowetz to approve the April 21, 2015 PRRMA minutes. Motion carried by all members present.
2. June 2, 2015
Motion by Serchak, supported by Desai to approve the June 2, 2015 PRRMA minutes. Motion carried by all members present.

John Chen, Fairway Pines, arrived at 5:56 pm.

II. Financial Activity Review

a. Current Reports

Mr. Kljun stated all financials were sent to all members via email. Mr. Kljun distributed the current Balance Sheet for July 14, 2015. The checking account has a total of $16,285.86 currently. He stated the Future Road Repair Account has a total of $327,894.76. He stated the total assets are $345,150.92. This includes Inventory-Signs totally $970.30. There were no comments regarding the balance sheet or financials.

Larry Siedell, Fairway Pines, arrived at 5:58 pm.

b. Cash Flow Analysis

Mr. Kljun stated the Reserve Amount in December 2015 is projected to be $444,958. He stated the end of July the reserve is projected to be $346,342. Mr. Kljun stated PRRMA is in good financial shape.

Mr. Kljun stated the Guard House is complete and the payment has been made.

III. Unfinished Business

a. 2015 Road Repair Project

Mr. Serchak stated all issues have been taken care of. Mr. Desai stated there are potholes on Country Club and Glengarry. Mr. Serchak stated this can be cold patched and if necessary added to next year's project. Mr. Chen stated there are other potholes in the area. Mr. Serchak requested Mr. Chen provide a location of any other areas that need patching. He stated any locations that need cold patch should be emailed to him and he will arrange for cold patch to be done at those locations. These areas will also be added to next year's project. Mrs. Bilbrey-Honsowetz stated the release of the final payment of $5,000 to Nagle.

b. Street Sign Replacement

Mr. Kljun stated last week all of the 52 sign blades that were ordered were received. He stated this completes all of the material ordered for the 2015 project. He stated all materials are with the installation contractor. He stated the contractor will begin quickly and should be completed within a week.

Mr. Kljun stated the 7 electrical poles have been disconnected and the fixtures removed. The contractor will rebuild the fixtures and reinstall after the poles are complete. Mr. Kljun stated he does not have a start date as of yet.

Mr. Kljun stated the remaining signs to be replaced will be traffic control signs.

Mr. Kljun stated the Board will need to decide if any additional signs will be replaced in 2015. Mr. Desai inquired if there will be an additional installation cost if the Board decides later to add additional signs for 2015. Mr. Kljun stated there will be no additional installation cost.

Mr. Kljun distributed the Inventory Status on Signs through July 14, 2015. He stated no including the signs for replacement in 2015, PRRMA has installed 65 signs. He stated $91,202.53 has been spent on signs since 2011, with an average cost per sign of $1,403.12.

Mr. Siedell inquired if PRRMA could complete all signs this year. Mr. Kljun stated he will investigate and report his findings at the next meeting.

Mr. Kljun stated the signs at Marion and Fountain View that were damaged, the material has been received and will be part of the replacement project for 2015.

Mrs. Bilbrey-Honsowetz stated we will keep Street Sign Replacement on the agenda and have a report from Mr. Kljun. She stated then PRRMA can decide to

finish all sign replacements this year or finish the signs next year as originally planned.

Mr. Desai stated there is a sign that was damaged and is gone from the entrance at Cherry Hill and Country Club. Mr. Kljun stated the installation was scheduled but the roadway work is being done and the contractor was told to wait until construction was completed to install sign.

Mr. Desai stated if the sprinklers along Cherry Hill Road has been damaged. Mr. Serchak stated this is outside of PRRMA and is the HOA's responsibility. He stated irrigation in the roadways, cul de sacs and boulevards has been delegated to the HOA's and is the HOA's responsibility. He stated the HOA will have to deal with Wayne County.

c. Diagram of Responsibility with Conditions

Mr. Serchak stated Mr. Siedell completed the diagram as to who is responsible for areas in the right of way. Mr. Serchak stated this diagram is correct. PRRMA is responsible for the roadway curb to curb and address the sidewalks each year. He stated the homeowners responsibility is the landscaping between those areas. Mr. Serchak stated if a homeowner decided to replace their driveway or sidewalk on their own, this would require a Building Permit. Mr. Serchak stated there may be certain circumstances that PRRMA might replace someone's driveway apron if damaged during roadway project. This would be included in the roadway project. Mr. Serchak stated he will add a few notes to this diagram and email to Board members.

Mrs. Bilbrey-Honsowetz stated there was a case where a homeowner changed the grade of landscaping which impacted the sidewalk. She stated it is not PRRMA's responsibility to replace sidewalk in that case. She stated if the homeowner makes any changes that causes damage the homeowner is responsible.

Mr. Waldbauer stated he feels this diagram is a good start. He stated he feels that water collection should also be address such as manhole covers, collection basins, and meters. Mr. Serchak stated he will add comments on structures and the different types and responsibility.

Mr. Siedell stated he feels the question will come up on the curbs deteriorating and the approach deteriorating.

IV. Other Business

a. PRRMA Reserve Budget/Sidewalks

Mrs. Bilbrey-Honsowetz stated this was held over by the request of Mr. Siedell. Mr. Siedell stated his questions are as follows: What is an appropriate reserve? What does PRRMA need to maintain?, Where do we get to in the long term planning with the capitalized projects as far as being comfortable with the road system? Mr. Siedell the projection for the end of the year is over $400,000 in the reserve.

Mrs. Bilbrey-Honsowetz asked Mr. Kljun or Mr. Waldbauer to discuss how the reserve has evolved. Mr. Kljun stated initially when the association board was formed it was decided to use the concept of a reserve study. He stated there was never a discussion on a limit to the amount of the reserve. The reserve study indicated PRRMA would need millions and the road project would begin in 2014. He stated subsequent to that it was decided by PRRMA to go with the PASER concept under required money and the acquisition of that money. He stated instead of waiting until 2014 PRRMA was spending it along the way.

Mr. Kljun stated it was discussed at one time that a reserve be limited to $150,000. However, it was decided upon that the reserve would be as PRRMA is currently projected. He stated this allows PRRMA to engage in additional projects. Mr. Kljun stated the criteria currently being used is that the dues for the HOA's does not need to be increased because PRRMA is able to do the projects required and maintain the roads as decided upon using the PASER rating.

Mr. Siedell stated this needs to be discussed now. He stated PRRMA will complete sign replacements next year, this year PRRMA addressed the Brown areas on the PASER rating and not the Orange areas, due to very little Orange areas. He stated the anticipation is that the green areas are not turning Brown too fast and will continue to be that size of a project on an ongoing basis. He stated the sidewalk project was not outrageous this year. Mr. Siedell stated PRRMA needs to identify capital projects as discussed. Mr. Serchak stated PRRMA can do any projects they want. He stated next year PRRMA can retain a concrete contractor and address any curbs and sidewalks that need to be repaired.

Mrs. Bilbrey-Honsowetz stated she has added to the Capital List Landscape upgrades and concrete, curbs, sidewalks and ramps. Mr. Kljun stated the Board is missing one key element in this discussion. He stated PRRMA needs to know the status of all the curbs and gutters in all the subdivisions. Mr. Kljun stated PRRMA can shift its money to curbs and gutters next year and it could be within the range of $180,000. He stated PRRMA does not have a rating system for curbs and gutters as it does for roadways.

Mrs. Bilbrey-Honsowetz exited the meeting at 6:48 pm.

Mr. Serchak stated PRRMA can shift the focus for Spalding DeDecker to curbs and gutters. Mr. Chen inquired the rate of cost per lineal foot for curbs. Mr. Serchak stated $30-40 per lineal foot for 24 inch curb.

Mr. Serchak stated he will talk to Spalding DeDecker and get thoughts and proposal on curbs, catch basins, and sidewalks.

Mr. Waldbauer inquired if it is beyond PRRMA's scope to evaluate the curbs as they do the sidewalks. Mr. Serchak stated he would rather leave that up to an engineering firm.

Mr. Desai inquired the measurement of the asphalt above the curb. Mr. Serchak stated the asphalt should be 1/4 inch above the curb.

Mr. Siedell stated as he sees it the reserve will continue to grow unless we address all issues cosmetic and structural for curbs. He stated PRRMA needs to be aggressive but not wasteful with these types of projects. He stated PRRMA needs to focus on longer stretches of roadway repairs.

Mr. Serchak stated PRRMA needs to develop a fund for incidentals on roadway repairs. He stated PRRMA may want a retainer for asphalt projects. He stated PRRMA can focus on the PACER rating for roadway in 2016.

Mr. Siedell stated he would like to use the PACER rating from this year to review the roads together in the Spring on a road trip and assess before a decision is made to not do any roadway repair in 2016.

b. Audit Report

None

c. Diagram of Responsibility

Discussed in III. Unfinished Business c. Diagram of Responsibility with Conditions.

d. PACER Rating for Curbs

Discussed above in a.

e. Storm Water

Mr. Desai stated it was Sandlewood Road. Mr. Serchak stated he will send Mr. Desai the information on the Sandlewood Road issues.

f. Next Meeting Date

The next PRRMA meeting will be Tuesday, September 22, 2015 at 5:45 pm.

g. Mailboxes

Mr. Waldbauer stated that Fairway Pines was the only subdivision that amended their covenants and restrictions to include the mailboxes. Mr. Siedell stated the covenants and restrictions indicate the mailboxes have to be consistent, but the maintenance is on the homeowner. Mr. Siedell stated this is not working and at the most recent HOA meeting it was the decision that HOA take over and upgrade all the mailboxes. Mr. Waldbauer inquired if the company PRRMA orders the sign post from makes a similar post for mailboxes. Mr. Kljun stated yes they do make a similar metal mailbox post. Mr. Waldbauer stated he will have Mr. Alomary get with Mr. Kljun for pricing information. Mr. Siedell stated if it provides an economy of scale, he is on board. Mr. Waldbauer stated Pheasant View would like to match what PRRMA has done with the sign posts.

Mr. Siedell stated the HOA maintained the mailboxes for Fairway Pines up until 2004-2005. He stated then they were delegated to the homeowners for

maintenance. He stated unfortunately they have been maintained at different levels.

V. Adjournment

Motion by Serchak, supported by Siedell to adjourn at 7:25 pm. Motion carried by all members present.