

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
December 12, 2017
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, December 12, 2017.

Members Present: Greg Hohenberger, Canton Township, Kevin Whitaker, Pheasant View, Bill Serchak, Canton Township, Joe Maltese, Fairway Pines

Members Absent: Chad Hetherington, Fairways

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

I. Call to Order

Mr. Bill Serchak called the meeting to order at 5:34 pm.

- a. Approval of Agenda
Motion by Whitaker, supported by Hohenberger to approve the agenda as presented. Motion carried by all members present.
- b. Approval of Minutes
 1. September 26, 2017
Motion by Whitaker, supported by Maltese to approve the September 26, 2017 as presented. Motion carried by all members present.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun distributed the current reports to the Board. There were no questions.
- b. Cash Flow Analysis
Mr. Kljun stated the numbers are reasonably accurate. the projected amount for 2017 was \$582,063, currently spent is \$524,828. He stated the projected amount to be spent by the end of December is \$4,904. He stated PRRMA has only spent \$1,000 in December, thus far, and he does not expect to spend anything further. Mr. Kljun stated the projected amount in the reserve at the end of December 2017 will be \$308,506. Mr. Serchak inquired if the funds held back for Nagle has been included. Mr. Kljun stated he has not made any adjustments for this amount, \$53,000 in the current Cash Flow Analysis. There were no additional questions.

Mr. Whitaker inquired if the reserve amount is within the agreed upon target. Mr. Kljun stated the reserve amount is within the target range agreed upon by the

Board. He stated the agreed upon amount to remain in the reserve account is between \$220,000 and \$320,000, per the consultation with Spalding DeDecker.

III. Other Business

a. Set budget for 2018

Mr. Kljun distributed the proposed Budget for 2018.

Mr. Kljun stated the General Expenses are increased \$5.00 from the accounting/audit line item. He stated this projects the budget for general expenses at \$31,741 for 2018.

Mr. Kljun stated the maintenance account line items remain the same at \$15,240 for 2018.

Mr. Kljun stated the amounts contributed by Fairways, Fairway Pines and Pheasant View remain the same as 2017. He stated Canton has asked for additional activity, relating an increase in Canton's annual contribution of \$625.00. He stated this includes landscaping south of Glengarry, and east of Beck Road for tree fertilization. He stated bills will be submitted in January and due in February.

Mr. Kljun state the projected capital spending for CY2018 is targeted at \$317,366 as compared to 2017CY amount of \$510,880. He stated the December 2018 road repair reserve is projected at \$236,591.

Projected 2018 Reserve Maintenance Expenses	\$317,366
Projected roadway repair	\$100,000
Roadway crack sealing	\$ 20,000
Winter road repair contingency	\$ 10,000
Projected road repair eng'r	\$ 8,915
Roadway striping 17 locations	\$ 3,500
Proposed monument repair at Glengarry/Canton Ctr. entrance	\$ 5,000
Summit Parkway and HOA's tree replacement	\$ 29,750
Tree fertilization program	\$ 11,633
Projected sidewalk repair	\$ 22,106
Curb and gutter replacement	\$ 99,888
Curb, gutter sidewalk eng'r	\$ 6,574

Mr. Kljun stated he believes there will sufficient money for additional items projected, and approved by the Board.

Mr. Serchak stated he will get the PASER drawings from Spalding DeDecker and send them to the Board in color. Mr. Maltese stated PRRMA usually does the PASER in November to know what to expect the following year. He inquired what will PRRMA do if come Springtime following a hard winter there is additional work that needs to be completed beyond the Fall PASER

ratings. Mr. Serchak stated in the quantities projected in January, PRRMA can add a contingency of 10-15% for any additional work needed. Mr. Maltese stated PRRMA did discuss last year that they would not do a project every year as to not disrupt the residents every year. He stated he would be disappointed if PRRMA found an additional \$100,000 in curb and gutter for 2018, regarding the plan to take a year off in between projects. Mr. Serchak stated he would also agree with taking a year off in between large projects.

Mr. Serchak requested Mr. Kljun solicit bids for crack sealing right away to be able to begin as soon as weather allows. Mr. Kljun stated it has been projected \$20,000 for 2018 crack sealing. Mr. Maltese inquired if crack sealing should have been a Fall project before winter. Mr. Serchak stated crack sealing can be done in the Fall, however, he does not believe it would be a huge advantage. He stated cracks will reveal themselves in the Spring.

Mr. Kljun stated a December Cash Flow comparison analysis vs. Capital Projects performed.

<u>Reserve Funding as of December</u>	<u>Value of Capital Projects</u>
2014 CY	\$354,593
2015 CY	\$391,650
2016 CY	\$555,410
2017 CY	\$308,506
	\$589,269 (projected)

Mr. Serchak stated DPW will fill any potholes with cold patch. He stated Board members need to send him a notification of any potholes detected. Mr. Serchak stated street sweeping was done by DPW right before the project. Mr. Maltese inquired if there is someone who does leaves in the streets and covering storm drains. Mr. Serchak stated yes there are companies and communities that do this service, however Canton does not. He stated street sweeping machines are not able to provide this service. Mr. Maltese stated maybe his HOA can provide this service.

Mr. Maltese inquired if PRRMA has discussed with an Arborist the benefits of tree fertilization and is it working. Mr. Kljun stated this was done in 2017 for all entities. Mr. Maltese stated he spoke with Arborist and they cannot really say that it benefits the trees or will guarantee the trees will not die. Mr. Kljun stated he cannot address this question, but will resurrect all the information from Davey Tree Service. He stated Davey Tree Service is recommending additional tree fertilization and insecticide. Mr. Serchak stated possibly getting an independent arborist to review the situation is a good idea. Mr. Maltese stated he will send Mr. Serchak some arborist names to contact. Mr. Hohenberger stated the golf courses and parks, owned by Canton, have not been reviewed by an arborist, due to budget constraints. Mr. Kljun stated his Ash tree in his front yard has been saved by fertilization and systemic system applied.

Motion by Whitaker, supported by Hohenberger to approve the Budget for 2018 as presented by Mr. Kljun. Motion carried by all members present.

Mr. Serchak stated this budget approval is just a place holder and can be adjusted as needed. Mr. Maltese stated the entry and approach at the Links still needs to be discussed and can be discussed at another time. He stated he still questions who's responsible. He stated all approaches are in the right of way. Mr. Serchak stated PRRMA is responsible for anything in the right of way. Mr. Maltese stated he would like to see the documentation for this responsibility. Mr. Serchak stated he will add this discussion on the January agenda. Mr. Serchak stated he will provide his research at this meeting.

- b. Next meeting date
Next meeting date is Tuesday, January 23, 2018 at 5:30 pm.

Mr. Whitaker inquired who's responsibility are the manhole covers located in driveways. Mr. Serchak stated he did research this question. He stated he found documentation that the Township took responsibility for the side yard/rear yard storm drains only in Fairway Pines, however not for Fairways or Pheasant View.

Mr. Whitaker stated at his annual meeting the question arose if a traffic light can be placed at Beck Road at Crowndale. Mr. Serchak stated a number of years ago there was a project to place a signal at that location. He stated it was resolved that the signal was not warranted. He stated that there are 12 warrants that need to be met before a traffic signal is installed 7-8 years ago. He stated the County will do the warrants. He stated he would need a letter from the HOA to do warrants at that location.

IV. Adjournment

Motion by Hohenberger, supported by Maltese to adjourn the meeting at 6:26 pm.
Motion carried by all members present.