



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

March 11, 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 6:04 pm.

- a. Approval of Agenda
Motion by Yoder, supported by Whitaker, to approve the agenda as presented.
Motion carried unanimously.
- b. Approval of February 11, 2025 PRRMA minutes.
Motion by Yoder, supported by Whitaker to approve the February 11, 2025 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. 2024 Budget

Mr. Sheppard stated he sent out the dues invoice to the three subdivisions for March. He stated interest income was \$1,260.53 and expenses were \$13,982.47

- b. Cash Flow Analysis
Mr. Sheppard stated he expects to receive the association dues for March. He stated he did receive one invoice from Spalding DeDecker for the design engineering for Beck Road entrance for \$9,600.

Mr. Sheppard expects the bid specifications to be ready in April. He stated the street signs and stop sign has been discussed with the vendor and will soon

be repaired. Mr. Hohenberger stated he contacted the Park Staff and they had the material to fill the pot hole discussed at the last meeting.

Mr. Sheppard stated the audit is wrapping up, and Mr. Hohenberger signed the documents. The auditors were inquired about the Replacement Study last done in 2008. Some may know this study by Capital Reserve Study. The last study was recommended by the accounting firm for the amount of money PRRMA should maintain in our reserve fund. Mr. Sheppard stated he will inform the auditors the last study was done in 2008. He stated all signed documents will be submitted by the end of the week, as well as a check to the IRS for approximately \$1,000. He stated the auditor's fee is approximately \$4,000.

III. Other Business

a. Bids

Mr. Sheppard stated Spalding DeDecker is still working on the final engineering and bid specifications and should be completed by the beginning of April. Mr. Hohenberger stated usually they request bids returned within two weeks. Spalding DeDecker has asked PRRMA to reach out to Rotundo to get the same price as the Township to receive a good cost savings.

b. Landscaping

Mr. Sheppard received an estimate from Oakley Lawn Service for a 2.5% discount if he submits the check this week. The quote was for \$27,090 for a savings of \$600. Mr. Hohenberger stated this project has been bid out several times in the past and no bids have ever come close to Oakley. Currently, Oakley services all three subdivisions and everyone feels this is a fair price.

Motion by Hohenberger, supported by Yoder to prepay Oakley this week to maintain the 2.5% discount providing the cost is not to exceed more than a 5% increase from 2024. Motion carried unanimously.

IV. New Business

a. Next Meeting Date

The next meeting date will be Tuesday, April 8, 2025 at 6:00 pm.

Mr. Whitaker stated the stop sign that was damaged and repaired, however the contractor cut down the base, so it is much shorter. He stated he is not sure if there are specifications on the height. He will take pictures and forward them to Mr. Sheppard for clarification.

Mr. Aitken stated the street signs that were damaged and in need of repair also need to be repainted due to fading and several chips. Mr. Sheppard stated he will ask the vendor if they will do these touchups.

Mr. Hohenberger stated Spalding DeDecker will wrap up the engineering and bid specifications and request the bids. He inquired if PRRMA wants

Spalding DeDecker to have a discussion with the vendors and then make a recommendation to PRRMA or have a group from PRRMA interview the bidders. All PRRMA members would like Spalding Dedecker and Mr. Larocque to interview and make a recommendation. Mr. Whitaker stated a few years ago when Nagle performed the project there were some issues with communication. He stated he would like to see improvements on communication with roadblocks and paving dates so residents can plan ahead.

Mr. Aitken stated the lights on Canton Center and Glengarry are still working sporadically. Mr. Hohenberger stated he saw someone there today.

V. Adjournment

Motion by Yoder, supported by Aitken to adjourn the meeting at 6:24 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming