

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**June 4, 2019**  
**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, June 4, 2019.

**Members Present:** Greg Hohenberger, Canton Township, Kevin Whitaker, Pheasant View (arrived 5:29 pm), Hayden Notestine, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** None

**Others:** Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Rich Rickert, Fairway Pines

**I. Call to Order**

Mr. Bill Serchak called the meeting to order at 5:28 pm.

- a. Approval of Agenda  
Motion by Hohenberger, supported by Notestine to approve the agenda as presented. Motion carried unanimously.
- b. Approval of Minutes
  1. May 7, 2019  
Motion by Notestine, supported by Hetherington to approve the May 7, 2019 PRRMA minutes as presented. Motion carried unanimously.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun distributed the current Balance Sheet. He stated current assets is \$21,179.53. He stated Pheasant View is still delinquent in dues. Mr. Hohenberger stated he does not have this check. Mr. Kljun stated it is customary to assess a delinquency charge and dues were due on May 31, 2019. Mr. Whitaker stated the check was hand delivered to Paula Kosbe. Mr. Serchak stated he is not in favor of assessing any fees. Mr. Kljun stated it is in PRRMA's best interest and benefit to receive the checks in a timely fashion to begin accruing interest.

Mr. Kljun stated the future road repair account is \$591,517.18, making the total assets \$612,696.71.

Mr. Kljun stated May's expenditures were \$47,475.24, which was under budget by \$43,000. He stated PRRMA is in good financial shape at this time.

- b. Cash Flow Analysis  
Mr. Kljun stated he will prepare and submit the Cash Flow Analysis as soon as possible.

### **III. Other Business**

- a. Bids out for road work  
Bids received, discussion of work and schedule for year  
Mr. Kljun stated the target budget for this entire project is \$369,290.00.

Mr. Serchak stated Nagle was the low bidder and bids were pretty tight. He stated all bids were within 10% of each other. He stated the low bid was below budget.

Mr. Serchak stated the bid was accompanied by a message from Rob Wilson, Nagle, indicating he would like to do the concrete work before the July 4th Holiday. He stated the work would begin right after Liberty Fest. Mr. Serchak stated there is 1,000 feet for 4 inch sidewalk and 500 feet for 6 inch, 60-70 flags. Mr. Hetherington stated Nagle's communication must be better than last time. Mr. Serchak stated resurfacing would be in mid to late July. Mr. Rickert stated Mr. Maltese would like Cypress Court deferred and work on Merion Drive. Mr. Serchak stated he does not see an issue with this and it is at our discretion. He stated he will discuss with Spalding DeDecker to do all of Merion Drive.

Mr. Hohenberger stated if we are under budget we could possibly do Cypress Court and Merion Drive.

Motion by Hohenberger, supported by Notestine to approve Nagle for the 2019 Road Repair up to, but not over the budget of \$369,290.00 to include Merion Court. Motion carried unanimously.

Mr. Rickert stated he is having a new driveway put in. He stated the curb is in bad shape. He stated the contractor stated he would need approval from the Township to replace curb. Mr. Serchak stated have the contractor contact him and he will discuss. He stated he will have an inspector come out and look at the curb. Mr. Rickert stated there is a neighbor on Highland with the same issue. Mr. Serchak stated have the resident contact him.

Mr. Serchak requested that the Board send him any sidewalk issues.

Mr. Serchak stated Rotundo will be replacing 1/2 the driveway entrance at the Links.

- b. Irrigation maintenance and operations along Summit Boulevard  
Mr. Hohenberger stated the Township does not want to continue maintenance of the heads and lines. He stated it is a matter of time and cost issue. Mr. Kljun stated he would like the cost to be summarized so PRRMA can budget. Mr. Hohenberger stated he will explore, however it is also time for staff to maintain.

Mr. Serchak stated PRRMA will work with staff. Mr. Hohenberger stated Reliable Landscaping is the contractor who typically does irrigation. He stated he can get a quote from them.

Mr. Whitaker stated there are dips in the sidewalks in his sub as well. Mr. Serchak stated if there are a lot of those areas we may look at leveling. Mr. Hetherington stated there is a dip in the asphalt at 468 Innsbrook Drive that puddles and ices up in the winter months. He stated there is a bus stop there and could be dangerous. Mr. Serchak stated he will take a look at this area.

Mr. Kljun stated he suggested adding the catch basin at Country Club Lane and Mornington. Mr. Serchak stated he can add this to the project.

Mr. Rickert stated S & J did a good job on crack sealing. He inquired if seal coating can be done instead of mill and resurface. Mr. Serchak stated no road agency seal coats. He stated this is only done in parking lots. He stated a process called fog sealing can be done. He stated this process applies a thin coat of asphalt and it refreshes the surface.

Mr. Serchak stated PRRMA should add to the web site that roadway work will begin after Liberty Fest.

Mr. Kljun stated for the past three months, March, April and May, PRRMA has accrued \$1,770 in interest at Huntington Bank.

Mr. Kljun stated the audit for 2018 is almost completed. He stated the auditor has stated in the rough draft that PRRMA is exposed over 1/4 million dollars over the insurance capability of Huntington Bank. He stated maybe PRRMA needs to go to another bank, however then PRRMA may not get the same interest rate. He stated the way PRRMA can get around this issue is to do roadway repairs more often. Mr. Rickert suggested possible going to Chase Bank as his association got 2.25% interest. Mr. Serchak suggested Board members check with their HOA's for projects being done yearly. Mr. Rickert stated he is in favor of smaller projects yearly. Mr. Serchak stated we are currently implementing a two year project, then the reserve goes down to the minimum.

Mr. Kljun stated he investigated the insurance for slip and falls and PRRMA is currently fully covered. He stated he will send Mr. Serchak a copy of the policy and agents name for processing claims. Mr. Kljun stated it is PRRMA's responsibility for slip and falls on sidewalks.

Mr. Notestine inquired regarding a wooded area in Fairway Pines. He stated this is Fairway Pines woods. He inquired if someone is injured in this wooded area who's responsibility is this issue. Mr. Serchak stated it is Fairway Pines responsibility.

Mr. Hetherington stated there is a dead tree in the common area of Fairways on Glengarry. He stated dead branches fall onto a neighbors property. He stated the resident wants the tree removed, however the common areas are considered forever wild. He stated he has called Davey Tree Service and asking their suggestion.

c. **Next Meeting Date**

The next meeting date is Tuesday, July 9, 2019 at 5:30 pm.

Mr. Notestine stated Fairway Pines has completed the installation of new mail boxes. He stated most residents are very happy with the new mail boxes.

Mr. Whitaker inquired on the fire lane signs discussion. Mr. Hohenberger stated during Liberty Fest a fire truck would not be able to access the roadways. Mr. Serchak stated PRRMA can add signs, he will add to the agenda. Mr. Kljun suggested adding entrance signs to all subs, including Summit Parkway, stated "No Parking on streets after 11:00 pm". Mr. Serchak stated he will investigate on upgrading the traffic control plan.

**IV. Adjournment**

Motion by Hohenberger, supported by Notestine to adjourn at 6:39 pm. Motion carried unanimously.