

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**June 4, 2020**  
**6:00 p.m.**

A regular meeting of the Pheasant Run Road Maintenance Association, Inc., Board of Directors were held as a Zoom meeting on Thursday, June 4, 2020.

**Members Present:** Greg Hohenberger, Canton Township, Don Watson, Pheasant View, Gelita Maxwell, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** None

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

**I. Call to Order**

Mr. Serchak called the meeting to order at 6:00 pm.

- a. Approval of Agenda  
Motion Hetherington, supported by Hohenberger to approve the agenda as present. Motion carried unanimously.
- b. Approval of Minutes
  1. February 25, 2020  
Motion by Hetherington, supported by Hohenberger to approve the February 25, 2020 PRRMA Minutes as presented. Motion carried unanimously.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun stated the financial reports were emailed to the Board. He stated as of May 31, 2020 PRRMA currently has \$1,011.11 in the checking account and \$425,044.68 in the Money Market account.

Mr. Kljun stated he received the 2nd quarter payment from Fairways, Fairway Pines and the Township paid in full. He stated he received Fairways payment today and deposited it immediately. He stated Fairways late fee will be \$10.50.

Mr. Hohenberger stated in the past PRRMA has waived the late fees. He stated PRRMA may want to revise the policy for a 15-30 day grace period. Mr. Kljun stated Fairway Pines also has a late fee of \$62.79. He stated PRRMA has applied late fees since 2007. He stated Fairway Pines was the first to receive late fees, which was paid. Mr. Kljun stated it reflects on the invoice the last day due or late fees will be assessed. He stated the invoice is prepared more than 30 days before

payment is due. He stated these invoices were mailed opposed to email. He stated that this allows each association, at a minimum of 20 days, to mail their checks to Mr. Hohenberger. Mr. Kljun stated he received Pheasant View's check today when picking up documents at the Township Hall. He stated the check was dated May 26, 2020. Mr. Watson stated he will have to find out the date Mr. Waldbauer mailed the check. He stated if it was postmarked by the 31st, he feels it should be ok. Mr. Kljun stated there was no post mark on the envelope. Mr. Serchak stated he can verify that the Township has had an enormous amount of inconsistent mail. He stated in this case he believes we should waive the late fee. He stated in the future allow late fees, but in this case we should waive the late fees. Mr. Hohenberger stated the Township only has staff working two days per week.

Motion by Hohenberger, supported by Watson to waive both late fees for this 2nd quarter. Motion carried unanimously.

Mrs. Maxwell stated Fairway Pines never received an invoice. She stated it came up in the February meeting that Fairway Pines was late on their dues payment. She requested in the future, send out a PDF when invoices are due. Mrs. Maxwell requested both email PDF and written in regular mail. She stated whoever is the representative on the PRRMA Board should receive the email. All members agree. Mr. Kljun stated the policy is covered in the Reciprocal Roadway Agreement on page 17. Mrs. Maxwell inquired if the Board can change this to include a warning that the payment was not received. Mr. Kljun stated we cannot change the Reciprocal Roadway Agreement as this has been court directed and on file. He stated what we can do is make a policy to add. Mr. Serchak stated we can draft this policy and discuss at the next meeting.

b. Cash Flow Analysis

Mr. Kljun stated at the end of December 2020, if we follow our projections, we will have \$102,988 in the reserve. He stated the following are projected for 2020:

Roadway Repair	\$393,442
Crack Sealing	\$ 23,000
Winter Roadway Repairs	\$ 16,000
Engineering	\$ 26,420
Striping Golf Cart Crossing	\$ 5,600
PASER Maps	\$ 3,000

**III. Other Business**

a. Review Road Project Target Areas for 2020

Mr. Serchak stated PRRMA has a larger budget for roadway than last year. He stated the areas that are repaired are improved and other areas still continue to deteriorate. He stated all areas projected for 2019 were completed. He stated Nagle intends to hold their pricing. He stated this will be a good year to get these projects completed; no school buses, less traffic.

Mr. Serchak stated the first set of drawings is from the 2017 PASER. He stated the entrance off Beck Road needs to be fixed. Mr. Hetherington stated Mornington and Eastborn has been a problem with potholes. Mr. Serchak stated he would like to get the contractor out as soon as possible. He stated he would like to get Nagle out for our next meeting.

Mr. Serchak stated the work on the Glengarry entrance off Canton Center is good. He stated Murifield and Cypress Court will be completed in 2020. He stated there are a couple of intersections in Pheasant View to be completed in 2020. Mr. Kljun stated the Crowndale entrance onto Beck is scheduled for 2020. Mrs. Maxwell inquired if anything on the PASER rating at 36 or below, orange, pink and brown, will be repaired in 2020. Mr. Kljun stated yes, that is correct. Mr. Serchak stated this was laid out in 2018 for a two year project.

Mr. Serchak inquired if any areas have changed since the original assessment or that may need additional attention. Mr. Hetherington stated Mornington has deteriorated with multiple potholes. Mr. Serchak stated he will walk this area with Nagle and Spalding DeDecker. He stated there are two significant areas on Summit for this year further to the east. He stated the current budget is based on these expenditures and estimated repairs. He stated if anything new has come up with the Boards, let him know. He stated he would like to go to Spalding DeDecker and tell them PRRMA would like to move forward. Mr. Hohenberger stated he would like to see PRRMA continue with the two year plan. Mr. Watson stated he is on board with doing the roadwork this year and assess the sidewalks this year and begin the sidewalk program next year. Mr. Serchak stated he agrees with Mr. Hohenberger. Mr. Hohenberger stated PRRMA could reduce the contingency by \$10,000 to pay for the sidewalk assessment. Mr. Serchak will ask Spalding DeDecker for an exact amount for roadway project and he will send out to the Board.

Mr. Hetherington stated each one of the Boards needs to identify critical sidewalks. He stated if we have any of the contingency left over we can address these areas this year. Mr. Serchak stated yes, he agrees. He stated he will implement an amendment to the contract and send to all the Board members.

b. Sidewalk Budget for 2020

Mr. Watson stated he does not believe any funds were set aside for sidewalks in 2020. Mr. Serchak stated there have been a lot of areas assessed and fixed over the last two years. He stated his thought is possibly adding some sidewalks this year and adding additional sidewalks next year. It is important to identify areas to be fixed and have them on a list to be fixed. He stated it would be beneficial to begin categorizing and have a list year by year. He stated PRRMA needs to commit to a routine program. He stated we can add additional funding this year and funding for the future years.

Mr. Serchak stated PRRMA has 12 miles of roads and 20-24 miles of sidewalks. He stated he asked his inspector for Canton how long it would take to assess sidewalks for PRRMA. He stated the inspector stated 2 people approximately 4 weeks. He stated it would be under \$10,000 for Canton to assess the sidewalks in the fall and winter. He stated he would have them look at areas to lift and mark and leave on the aerial.

Mrs. Maxwell stated she is ok with this process and divide money up with all entities. Mr. Serchak stated he is thinking of approximately \$30,000-\$40,000 for this year's sidewalk program. Mr. Hohenberger inquired if PRRMA is reducing the roadway budget. Mr. Serchak stated yes, PRRMA would have to make an adjustment to the roadway budget unless PRRMA wants to delay sidewalks till next year. Mrs. Maxwell stated just fix the worse and not spend the maximum amount. Mr. Serchak stated PRRMA has never had a consistent dedicated budget for sidewalks. Mrs. Maxwell inquired if PRRMA can make a separate project out of the sidewalks that can be lifted. Mr. Serchak stated no that was his intention when he spoke of lifting. Mr. Hetherington stated he submitted a large list last fall. He stated it came up with his Board because they have a couple of residents in wheelchairs and have expressed difficulty getting around. Mr. Watson stated Pheasant View has a list that was sent to Mr. Serchak and stated we need to do something on sidewalks. He stated maybe an assessment of all the sidewalks is a good start and prioritize the larger issues first this year.

Mr. Serchak stated he would suggest changing the roadway budget and allow \$20,000-\$30,000 for sidewalks this year. Mr. Serchak stated he can also get a cost from Spalding DeDecker, but he anticipates more than having Canton do the assessment of sidewalks. Mr. Hetherington stated his Board physically walked the entire subdivision and marked the defective sidewalks. He stated everyone has a different interpretation and followed the guide and definitions. He would like the list for Fairways currently fixed this year. Mr. Serchak stated we used the criteria of the Township. He stated it is time consuming. Mr. Serchak stated he would not have staff available until fall and winter to assess the sidewalks in 2020. He stated he would like to keep this on the agenda.

Mr. Kljun stated he wanted to make a clarification on the amount of money for roadway repairs of \$393,443 based on documents on the roadway analysis last year by Spalding DeDecker. He inquired if there is any thought that PRRMA will not spend this amount. He stated based upon the documents that were prepared PRRMA is expecting to spend the proposed amount on repairs. He stated there maybe overruns on this roadway project. He stated he does not believe we can take \$30,000 out of this roadway budget unless we have real knowledge that we are not spending the proposed amount on roadway. Mr. Serchak stated if we want to do sidewalks this year, we do have a significant contingency on this project. He stated if we have funds left over, we do have an opportunity to do sidewalks at the end of the year.

- c. **Sprinkler Damage in Fairway Pines**  
Mrs. Maxwell she stated someone contacted he also that their tree died due to the roots being chopped up during sidewalk repair. She inquired what are the rules for damage to sprinklers. Mr. Serchak stated most contractors will just remove the sprinkler head. He stated it is included that the heads are then replaced upon completion of the sidewalks. Mrs. Maxwell stated a resident is claiming they are getting leaking in the underground pipe. Mr. Serchak stated typically we try and get the repairs done before the system is blown out for the end of the season. He stated the resident has to prove their claim. He requested the address for this leak. Mrs. Maxwell inquired about shaving down tree roots. Mr. Serchak stated they need to prove this is the cause of the tree dying. He stated the sidewalk program has been done for 20 years and it is pretty rare that any trees have died. Mr. Hohenberger stated have the homeowner fix the sprinkler and send invoice to PRRMA and the Board will decide on reimbursement. Mr. Watson stated he was informed of a tree issue at his last Board meeting and will send on to Mr. Serchak for review. Mrs. Maxwell stated the rule is 3 trees per 80 feet and the HOA has to replace those trees. Mr. Serchak stated yes, that is per the site plan. Mr. Hohenberger stated the HOA might possibly enforce this rule. Mrs. Maxwell stated she will ask for a picture before and after of the tree in question. Mr. Watson stated the tree roots have to be cut in order to make the sidewalk level.
- d. **Cold Patch Discussion for Potholes**  
Mr. Serchak stated we did some patching in December or January. He stated we were ready to do some patching in March and were unable to get the contractor to do the work. He stated some were patched on Summit by Canton's staff. He stated he will contact the Canton's contractor and have them come out and patch. He stated they have good pricing and will be in the area. He will get pricing and forward to the Board. Mrs. Maxwell stated we had a contractor and allocated money for this and it never got done. Mr. Serchak yes, that is correct and then everything closed down. Mr. Kljun stated he paid an invoice for \$1,470 in May to S&J. Mr. Serchak stated yes, that was for the work in December. Mr. Kljun stated \$16,000 was budgeted for cold pothole patching. He stated there is \$14,755 remaining for pothole patching. Mr. Kljun stated Murifield Drive is scheduled for repairs and will not be patched. Mr. Hohenberger stated contact Mr. Serchak with areas of concern that need to be done right away. Mrs. Maxwell stated these potholes are a potential for tire damage. Mr. Serchak stated we can fix the biggest potholes now since the roadway repair will not be done until August. Mr. Hohenberger stated he will coordinate with contractor to have them repair the ones most concerning.
- e. **Late Fee/Procedure Fairway Pines**  
Discussed in II. Financial Activity Review, a. Current Reports
- f. **Next Meeting Date**  
The next meeting date will be Wednesday, July 1, 2020 at 6:00 pm on Zoom.

Mr. Hetherington stated the monument on Beck Road was hit by a vehicle. He stated there is a police report and should his HOA take care of this. Mr. Kljun stated no, that is covered by PRRMA. He stated have repairs made and inform the person to collect. He stated he can handle this issue. He stated we have a contractor that has handled all our repairs on the monuments. Mr. Kljun stated we avoid using insurance as we have a \$1,000 deductible.

**IV. Adjournment**

Motion by Hohenberger, supported by Hetherington to adjourn at 7:34 pm. Motion carried unanimously.