

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
October 9, 2018
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, October 9, 2018.

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

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 5:36 pm.

- a. Approval of Agenda
Motion by Notestine, supported by Hohenberger to approve the agenda as presented. Motion carried by all members present.
- b. Approval of Minutes
 1. May 8, 2018
Mr. Serchak requested the minutes be held for approval till the next meeting.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun distributed current financial documents for review. He stated the Bank Checking account is currently at \$4,222.55 as the end of September. He stated the Future Road Repair Account (Money Market) is currently \$440,688.57. He stated the total assets are currently \$444,911.12. Mr. Kljun stated the current liability that will accrue in December is \$809.34 for tree fertilization.

Mr. Notestine inquired if all dues were up to date. Mr. Kljun stated all dues are up to date. He stated the next invoice will be mailed the end of this month and due in November.

Mr. Whitaker arrived at 5:38 pm.

- b. Cash Flow Analysis
Mr. Kljun stated PRRMA projected to spend \$353,514 in 2018 on items listed on the Projected Cash Flow. He stated to date PRRMA has only spent \$79,275 as

there items on the projected cash flow document that have not been spent or committed to be spent. He stated \$246,000 has not been committed between now and the end of the year. He stated the only two outstanding projects are the driveway at the Links at \$28,000 and S & J crack sealing at \$76,950. He stated this could allow PRRMA to have \$453,675 in the money market account by year end. Mr. Serchak stated PRRMA discussed have a two year construction cycle.

Mr. Kljun stated in his projection in 2019 in road repair only the cost will be \$369,290 and in 2020 it will be \$334,990 for a total of \$704,000 according to Spalding DeDecker's analysis. He stated that with this projection there could be an increase in future dues. Mr. Whitaker inquired how much in dues is collected annually. Mr. Kljun stated approximately \$320,000 annually.

Mr. Hohenberger suggested doing a two year budget projection to see where this leaves PRRMA. Mr. Kljun stated he can do this.

III. Other Business

a. 2018 Construction Projects

Mr. Serchak stated he would rather not raise dues. Mr. Hohenberger stated before we get to emotional regarding raising dues, let's look at the two year budget projection. He stated this may put us below the recommended amount left in the reserve, however PRRMA could use year three to play catch up. Mr. Kljun stated he will work on the projected two year budget. He stated he will include the Links driveway with invoice paid this year. Mr. Serchak stated he does not like to lay concrete in the winter and may have to cancel.

i. S&J patching, completed in July
Completed.

ii. S&J crack sealing, approved, pending schedule/roundup application
Mr. Serchak inquired when the last time S&J did crack sealing for PRRMA. Mr. Kljun stated he will research this and get back with the Board.

Mr. Kljun stated S&J's bid has a broad scope and is \$77,000 for all crack sealing. He stated his concern is that crack sealing is scheduled now for areas that will be repaired in 2019/2020. Mr. Serchak stated the 2019 projects would be excluded from this year's crack sealing. Mr. Serchak stated S&J are ready to do the crack sealing now. Mr. Hohenberger stated it makes sense not to do the areas scheduled for repairs in 2019. Mr. Kljun stated he is concerned with the lack of definition of the scope. Mr. Serchak stated he did ask about this and his numbers per mile are not too far off. He stated he will make S&J a set of diagrams and exclude the roads to be repaired in 2019.

Mr. Whitaker inquired about grass growing around a cul de sac and if this area will be crack sealed as well. Mr. Kljun stated this is a weed killer issue. He stated weed killer has been applied once already and he can authorize for another application.

iii. Rotondo Concrete - inbound road connection/approach at Links

b. Fairway Pines Tree Status

Mr. Notestine stated Fairway Pines wants to see the two trees at the entry. He stated he would like the west tree to be placed on the 2019 tree trimming program. Mr. Kljun stated there is money available now for tree trimming. Mr. Notestine stated he would like that done now. Mr. Kljun stated he has held the electrician off waiting for a decision if Fairway Pines were going to remove trees. He stated he will have the electrician repair the three lights, two illuminating the two trees and one the guard shack.

c. Repair at Beck/Glengarry

Mr. Kljun inquired if PRRMA is going to have S&J close the entrance holes temporarily with asphalt patch. Mr. Serchak stated yes, he will have S&J patch.

d. Spalding DeDecker plans for 2019/2020 construction years

Mr. Serchak stated Spalding DeDecker looked at the PASER of 6 or below for repairs. He stated the majority of work in 2019 was on the north side of PRRMA. Mr. Serchak stated in Fairway Pines there are some pipe problems, where the pipe is too shallow, entrance and consider Marion Drive which is bumpy.

Mr. Serchak stated there are a few areas in Pheasant View scheduled for 2020 and a reconstruction of the entrance.

Mr. Serchak stated Fairways is scheduled for 2019 for both sides of Glengarry and part of Inverness and the bend. He stated the entrance on Beck is scheduled for 2020.

Mr. Serchak stated there are two areas on Summit, north and west bound, are scheduled in 2019, and two areas in 2020.

Mr. Kljun inquired about the work that was done in 2006 by T & M and why it has lasted so long. Mr. Serchak stated he would like Mr. Kljun to send him the scope of work on this area and he will take a look at it.

Mr. Serchak stated Spalding DeDecker did a great program for 2019/2020 for PRRMA. He stated he would like to bid in January. He stated there could be a possible increase in dues for 2020. He would like to wait until after 2019 to see where the reserve fund is at that time.

Mr. Serchak stated he will send color copies of road repairs needed to all members.

e. Trees on Summit Blvd.

Mr. Kljun stated all dead trees have been removed on Summit. Mr. Notestine stated we discussed getting an arborist but not found one. Mr. Kljun stated he will get a quote from Davey to trim trees. Mr. Hohenberger stated he has been using Definity Tree Service at his home and Parks and he would recommend getting a quote from this service.

Mr. Whitaker inquired if DTE would take over responsibility for managing PRRMA lighting. Mr. Serchak stated he will check, it is worth investigating. Mr. Serchak stated he will ask Deborah Cain, DTE, to come out and possible speak with PRRMA. He stated he can send her a map location for lighting and ask about monument up lighting. Mr. Kljun stated he can get a bid from the current electrician.

f. Next Meeting Date

The next PRRMA meeting will be Tuesday, November 13, 2018 at 5:30 pm.

Mr. Notestine stated Fairway Pines is getting new mail boxes. He stated they will match Pheasant Views. He stated half the sub will be done this year and the other half next year.

IV. Adjournment

Motion by Hohenberger, supported by Notestine to adjourn at 6:50 pm. Motion carried by all members present.