



PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.

Canton Administration Building

July 9, 2024

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: Deborah Dooley, Secretary, Charles Larocque, Canton Township

I. Call to Order

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

- a. Approval of Agenda
Motion by Whitaker, supported by Aitken, to approve the agenda as presented. Motion carried unanimously.
- b. Approval of Minutes
 1. June 11, 2024 PRRMA minutes.
Motion by Whitaker, supported by Yoder, to approve the June 11, 2024 PRRMA Minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Business Manager Review
Mr. Sheppard stated he and Mr. Hohenberger are both on the bank account. PRRMA has QuickBooks and the bank account linked, this will give everyone access to view the bank account at any time. The current goal is to finish the Auditor's report for 2023. PRRMA is just waiting on a few invoices to review. Once the auditor's report is complete the taxes can be sent to IRS. PRRMA will then be able to obtain workers' compensation insurance.

Mr. Sheppard stated he is still looking for the 2024 Budget. He stated from Mr. Kljun's information he passed on to him indicates the associations contribute to the working capital. Mr. Hohenberger stated that he needs to review with Mr. Sheppard the capital projects. He stated he believes this document has the budget at the top of the page. Mr. Sheppard stated PRRMA

will soon begin working on the 2025 budget. Mr. Hohenberger stated they will have an update on the budget at the next meeting.

Mr. Hohenberger stated all the money is in PRRMA's accounts. Mr. Sheppard is processing the bills and setting up electronic payments for as much as he can to prevent checks going through the mail. This payment method has been tested and it was successful.

III. Other Business

- a. PRRMA Scope or Responsibility (Grid Showing Who Does What)
Mr. Hohenberger reviewed the grid so the Board will know whose responsibility each item is assigned.

Mr. Hohenberger distributed the Pheasant Run Road Manager, Synopsis of Association, including history, duties of the roadway manager, definitions and concepts, Budget element description, general expenses, annual infrastructure maintenance, Canton Township maintenance, annual delegated maintenance, What is a reserve study?, and reserve contribution. He would like the Board to review this document and confirm we are all in agreement. This will then be put in policy format to be approved by the Board or a General PRRMA Guidelines document. Mr. Hohenberger stated he will add sidewalks to this document. Mr. Yoder stated curb sections and storm drains need to be added to this document. Mr. Laroque stated anything out of the standard right of way is delegated the responsibility of the HOA. He stated the cement surrounding only sanitary or water utility holes within the driveway would be the responsibility of Canton Township. Canton Township is not responsible for cement surrounding storm sewers.

Mr. Yoder stated his HOA has a streetlight that is currently out. He wanted to clarify that this is PRRMA's responsibility. Mr. Hohenberger stated yes, it is PRRMA's responsibility.

- b. 2024 Projects

Mr. Hohenberger stated the roadway repair has been completed. Pothole patching, engineering, golf cart striping needs to be completed. Mr. Sheppard can get quotes for those items. The money for Canton Center and Cherry Hill sidewalk repairs has been completed. There has not been any money budgeted for sidewalk repairs for this year. Upon review as to where PRRMA ends up in the budget, then funds can be allocated for the items discussed that need to be completed. Mr. Whitaker inquired since it is the middle of July is there any chance these items can be completed this year. Mr. Hohenberger stated he believes they can be completed this year. He indicated typically PRRMA has the same contractor that does the sidewalk repairs complete PRRMA's.

Mr. Hohenberger stated there is \$25,000 in the budget for roadway engineering and \$16,000 for sidewalk engineering. He requested Mr.

Sheppard get a quote from Spalding DeDecker for a PASER rating assessment for sidewalk and curbs. He stated this will allow PRRMA to identify what can be completed this year and maybe the next couple of years.

Mr. Yoder stated when the cart paving was done on the first 9 holes, they crushed the flags of the sidewalk on hole 4 at Mornington. They never came back to fix these flags. Mr. Laroque stated it is on the contractor's radar and he will verify it tomorrow. Mr. Hohenberger stated they are coming back August 1st to do the south course and the west course is completed. The contractor will also be completing pathways in Heritage Park.

Motion by Yoder, supported by Aitken to approve the PASER rating assessment for sidewalks and curbs from Spalding DeDecker. Motion carried unanimously.

i. Summit Street Light Work

Mr. Hohenberger stated those lights have been up and running since early June. He stated \$8,800 was spent on those repairs, paid for by the Township. He stated these lights are PRRMA's responsibility, he will have an invoice sent to PRRMA for reimbursement. He stated a lot of staff time was spent; however, no charge will be forwarded to PRRMA for time. The invoice will be \$8,730.

ii. Golf Cart Crossings

Discussed above.

iii. Spalding Quote

The quote was close to \$25,000 per Mr. Sheppard.

IV. New Business

a. Canton Rolls

Greg Hohenberger, President
Chares Larocque, Vice President

Voting members on the Board are HOA members and Township Representative. Mr. Sheppard cannot make a motion or vote. Mr. Whitaker stated there are governing documents on the PRRMA website. However, it has not been updated.

b. Next Meeting Date

The next meeting date will be August 13, 2024 at 6:00 pm.

V. Adjournment

Motion by Yoder, supported by Aitken to adjourn the meeting at 6:57 pm. Motion carried unanimously.

Future Agenda Items:

Tree Trimming