



**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**

Canton Administration Building

August 13, 2034

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:** Charles Larocque, Canton Township

**Others Present:** Mike Sheppard, PRRMA Manager, Deborah Dooley, Secretary

I. Call to Order

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

a. Approval of Agenda

Motion by Whitaker, supported by Yoder, to approve the agenda as presented.  
Motion carried by all members present.

b. Approval of Minutes

1. July 9, 2024 PRRMA minutes.

Motion by Yoder, supported by Aitken to approve the July 9, 2024 PRRMA Minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. 2024 PRRMA Budget

Mr. Sheppard stated he forwarded two documents to all Board members. One was the 2024 PRRMA Budget and the other was the Cash Flow Analysis, like what Mr. Kljun presented.

Mr. Sheppard stated he broke the revenue down for operating dues and revenue dues. First and second quarter dues have been paid on the revenue side. The budget shows interest income and miscellaneous income. PRRMA will have to use reserve/savings of \$40,820.92 to balance the budget. Total proposed budget for 2024 is \$410,231.92.

The total proposed expenses for PRRMA 2024 budget are \$321,801.92.

Mr. Whitaker inquired about the operating expenses for Canton, how are those specifically for Canton. Mr. Hohenberger stated initially that each homeowner's association wanted all of the lawn maintenance including the medians flowing through PRRMA, resulting in each homeowner's association reimbursing PRRMA. Over the years each homeowner's association wanted to take over as their responsibility and pay the contractor directly. Canton still has those expenses flow through PRRMA. Those expenses are specifically Summit Parkway and Glengarry. The different associations wanted more control over lawn maintenance as some might have had different standards.

Mr. Hohenberger stated this year's operating expenses are a little higher this year due to a little overlapping with Mr. Kljun and Mr. Sheppard.

Mr. Yoder inquired when the board will discuss next year's budget. Mr. Sheppard stated he is hoping to begin this discussion at the October and November meetings and finalize it in December. Mr. Aitken stated at a previous meeting it was discussed that the budget needed to be approved by August 14<sup>th</sup>. Mr. Hohenberger stated this was not a policy, just a suggestion. This could be done in the future.

b. Cash Flow Analysis

Mr. Sheppard stated he will keep updating the cash flow analysis as we progress. Mr. Hohenberger stated as proposed at the end of year we will be at \$483,080.20 which is a healthy end of year. This will allow PRRMA to do a significant project on roads and sidewalks in 2025. He stated we could possibly get some concrete work done this fall. Mr. Yoder stated the money from last year for concrete was pushed into 2024 and never got used. Mr. Hohenberger stated it would be beneficial to have a list of all the concrete work needed, to solicit quotes and begin the first of spring in 2025. Mr. Aitken stated an overview of the dues to provide relief for the homeowners. Mr. Whitaker stated in the past it was discussed to keep a minimum of \$250,000 reserve balance. Mr. Hohenberger stated it was \$210,000 - \$320,000 was the overall reserve balance guideline ending amounts. Mr. Hohenberger stated if we keep the dues the same and having \$270,000 incoming would allow is almost \$500,000 for capital projects for 2025. Mr. Yoder stated not raising dues is a win for HOA's.

Mr. Hohenberger stated the proposed budget for the roadway striping is \$34,350 and the quote came in at \$5,000. Mr. Yoder inquired about the golf cart striping. Mr. Hohenberger stated that would be the Township responsibility. It has been discussed to obtain a quote for the golf cart striping. Mr. Yoder inquired if the striping and the roadway meetup will be done separately. Mr. Hohenberger will follow up with Mr. Larocque on this process.

Mr. Hohenberger stated that they started on the south course. After considerable review, it is determined that several areas need stabilization and

if they pave over this it will just crumble. The south course is much wetter and will need another \$300,000. This is going before the Board of Trustees for approval this evening for additional funds to complete this process.

Mr. Whitaker inquired about the \$16,000 for engineering shows up in the budget, but not in the cash flow. Mr. Sheppard stated he did not know if this was going to be completed this year or an actual charge from Spalding DeDecker. He stated he is holding it out for now. Mr. Hohenberger stated this is already awarded to Spalding DeDecker for the PASER review for roads, sidewalks, and curbs for \$25,400. Mr. Sheppard stated this is preliminary, he has not finalized anything.

Mr. Whitaker inquired if PRRMA took a loss on the fraudulent check. Mr. Hohenberger stated yes. Mr. Sheppard stated it is not shown in the cash flow analysis. Mr. Whitaker stated this should be an expense shown for PRRMA in 2024. Mr. Sheppard stated he does not have access to the old bank accounts. He stated he will try and update the best he can from what he has access to. This loss was in 2023. He stated the auditing firm is finalizing the 2023 numbers. Mr. Sheppard stated PRRMA is still with Huntington Bank. He stated that currently PRRMA has two accounts with Huntington Bank, a checking and money market account. Mr. Hohenberger stated the money market account is in the range of 4-5% interest.

Mr. Aitken inquired if the sidewalk work on Cherry Hill will be billed in 2025. Mr. Hohenberger stated the work is slated to be in 2024 and is in the budget for 2024. He stated he heard the work will begin in September.

Mr. Whitaker stated in the City of Plymouth, they grounded down the trip hazards. Mr. Hohenberger stated PRRMA has investigated grinding and lifting. He stated once the assessment is completed by Spalding DeDecker we could get a contractor in place for the urgent work this fall, and the rest next year. Mr. Sheppard stated that hunting season is the cut off for contractors.

### III. Old Business

a. Golf Cart Crossings

Mr. Hohenberger stated this project is moving forward. We received the quote today. He asked Mr. Sheppard to work on a date or couple of dates as this section of road will need to be closed for 15-20 minutes to let the strip painting dry. He would like the PRRMA Board to begin preparing the HOA's that is coming and will communicate the dates as we are advised.

b. Pheasant Run Road Manager, Synopsis of Association Review

All Board members are good with the changes. Mr. Hohenberger will make a notation that all manhole covers surrounded by concrete on sidewalks and driveways are the responsibility of Canton Township.

c. Street Light Update (Yoder)

Mr. Yoder inquired what does he do if a streetlight in his subdivision needs attention. Mr. Hohenberger stated email Mr. Sheppard the location and he will coordinate the repairs with the appropriate company.

- d. Quotes: Pothole Patching, Engineering, Golf Cart Striping  
Mr. Hohenberger stated the potholes have been completed. Engineering with Spalding DeDecker will schedule a meeting in September for discussion. Golf cart striping is in the process.
- e. PASER Rating, Spalding DeDecker Assessment, Sidewalks/Curbs  
Mr. Hohenberger stated for our next meeting in September, he would like to get Spalding DeDecker to meet in person to review the maps and get future cost for roadway work and concrete to assist in setting our budget for the future. Mr. Sheppard stated a meeting room has been booked for September 10<sup>th</sup>, however he is still waiting to hear from Spalding DeDecker. Mr. Hohenberger stated Spalding DeDecker has been awarded the contract for the PASER review, but it is unknown where they are in the process.

Mr. Aitken inquired what standards are used for the sidewalks and curbs. Mr. Hohenberger stated he believes it will be the Township's standards.

#### IV. New Business

- a. Summit Trees/Landscaping  
Mr. Hohenberger stated several pine trees have been removed on Summit Parkway. Park staff are removing all the dead and dying trees. There is a Board action this evening to award twenty-seven new hardwood trees along Glengarry and Summit Parkway. The tornado and diseased trees will be replaced with trees with deeper root systems sometime in September. The Township is paying for these trees with potential FEMA money.
- b. Next Meeting Date  
Next meeting date, Tuesday, September 10, 2024, 6:00 pm in person, in the lower level of the Administration Building. Mr. Hohenberger will allow the members to attend via zoom.

#### V. Adjournment

Motion by Yoder, supported by Whitaker to adjourn the meeting at 6:51 pm. Motion carried by all members present.

#### Future Agenda Items:

Tree Trimming