PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
April 20, 2009
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 Monday, April 20, 2009.

Members Present: Ann Conklin, Canton Township, Tom Casari, Canton Township, Mark Waldbauer (arrived 6:00), Pheasant View, Craig Stephens, Fairways, Laura Gitre (arrived 5:45), Fairway Pines

Members Absent: None

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Canton Township, Paul Porter, Pheasant View, Val Krimmer (arrived 5:45), Fairways, Mark Balon, Project Manager Spalding DeDecker, Jacob Ensley, Engineer Spalding DeDecker

I. Ann Conklin called the meeting to order at 5:40 p.m.

a. **Approval of Meeting Minutes:**

i. March 9, 2009 Meeting Minutes
Motion by Stephens, supported by Casari to approve the minutes for March 9, 2009. Motion carried unanimously.

II. **Financial Activity Review:**

A. Current Report

Tim Kljun presented the financial reports as of March, 2009, consisting of:

- Balance Sheet
- Reserve Account (Asset) Activity
- State of Income and Expense Aged Receivable
- Aged Payables
- Narrative for March 2009
- Updated Maintenance and Repair Detail (accumulative totals)

Mr. Kljun stated PRRMA did receive payment for the damage to the sign at Glengarry and Beck Road for $1,100.

Mr. Kljun stated PRRMA also received payment for the school bus accident for $800.

Mr. Kljun stated a late fee notification was sent to Fairway Pines and charged them approximately $300 in late fees. Ms. Conklin stated the reason Fairway Pines was late was do to some issues with their accountant. Mr. Kljun stated Fairway Pines did

submit a check for the last invoice sent; however it was short $16.00. Ms. Conklin stated Fairway Pines is paid in full with the exception of the late fee and $16.00.

Mr. Kljun stated the next quarterly dues will be due in May, 2009.

III. Unfinished Business

a. Road Repairs

i. Punch List from 2008 to be completed in 2009

Mr. Kljun stated he has contacted Midwest and informed that no seal coating will be done. Mr. Kljun stated Midwest stated they understood and they wanted to begin on the punch list items beginning with the concrete work in the catch basins which was suppose to start the first of the month. Mr. Kljun stated he sent to all board members a copy of the punch list items. Mr. Kljun stated he contacted Mannik and Smith inspectors and informed them that Midwest was getting started on the punch list and they will stand by for inspections. Mr. Kljun stated unfortunately Midwest has not begun the concrete work. Ms. Conklin stated the weather may have delayed them. Mr. Kljun stated he will call Midwest and get an update status on commencing the work.

b. Tree Trimming

Mr. Casari stated he spoke with ordinance and tree trimming is part of the property ordinance standards, Chapter 78, Building and Building Regulation, Property Maintenance, Shrub and Tree Maintenance: Clear headway must be maintained of at least 7 feet in height. It applies over any sidewalk or pathway, public or private road and the ordinance department will enforce this. Ms. Conklin stated she doesn't think that means streets. Ms. Conklin stated the Board needs to remind the homeowners. Kay Langston is the Ordinance Officer and she would appreciate any help given. Ms. Conklin stated we will maintain the trees around the stop signs.

c. Insurance Updates

Mr. Kljun distributed a copy of the current insurance policy: including the Workman's Compensation Policy, Liability and Umbrella Auto Owners Policy, and the Dishonesty Bond. Included are Workman Compensation Certificates from our contractors. Ms. Gitre stated Fast Signs will need to submit a Workman's Compensation Certificate. Mr. Kljun stated he will get Fast Signs Certificate. Mr. Kljun stated he is still waiting for quotes from contractors for the sign at Pheasant View and Glengarry in Fairway Pines. Mr. Kljun stated it will need concrete, electrical and sign repair work.

Mr. Porter stated we need an insurance certificate from Spalding DeDecker. Mark Balon, Spalding DeDecker stated he would submit an insurance certificate.

d. Policy #2 updated and signed

Ms. Conklin stated we cannot do this yet, as the percentages need to be corrected. The correct percentages are:

Pheasant View	18.34%	566,840 square feet
Fairways	28.22%	872,550 square feet
Fairway Pines	32.96%	1,019,090 square feet
Canton Township	20.47%	632,970 square feet

Ms. Conklin stated these new percentages will be added to Policy #2 and everyone will sign at the next meeting.

Ms. Conklin stated the attorney recommended that we change our amendment to our By-laws. We passed this amendment at a previous meeting; however it has not been signed. There is a typo on this amendment so we will have to sign it also at the next meeting. Ms. Conklin stated she wants everyone comfortable with the changes in Policy #2 before they sign it.

e. Sidewalk Responsibility

Ms. Conklin stated PRRMA will repair all red dots marked. Mr. Stephens stated he has reports of a number of homeowners and indicated PRRMA will fix the red dots in the spring. Ms. Conklin stated Canton just awarded the sidewalk bid last week to Hard Rock Concrete and is the lowest bid. Ms. Conklin stated Mr. Kljun will get a price as soon as possible for the red dots. Mr. Casari stated Hard Rock cannot start Canton's program until July 12th or 13th. Mr. Casari stated Hard Rock can begin with PRRMA right away.

Ms. Krimmer inquired about the sidewalks on Cherry Hill Road. Mr. Casari stated if you look at the ordinance, when you have subdivisions that back up to the roads, where there is no landscape buffer, Canton has established that the sidewalk at the rear of the lot the Township will be responsible for. In the case with PRRMA's developments the adjacent property owner (HOA) is responsible for the sidewalks. Ms. Krimmer inquired if it can be coordinated with this contractor to do those sidewalks at the same time knowing that Fairway HOA is responsible. Mr. Stephens stated he will get Ms. Krimmer the contact name and number for Hard Rock.

f. Manual of Procedures

Mr. Kljun stated he did not receive any comments or changes to the draft from members. Mr. Kljun stated Ms. Conklin and Mr. Casari's changes have been included. Ms. Conklin stated the changes were the complaint process and sidewalk responsibility. Ms. Conklin will PDF and send out to members.

g. PRRMA Website

All members indicated Ms. Waldbauer did a great job on the website. Mr. Waldbauer stated he will post current financials and approved minutes. Mr. Waldbauer stated Pheasant View is linked to the PRRMA website and Fairways and Fairway Pines can also be linked. Mr. Waldbauer stated when documents are received from Mr. Kljun and Ms. Conklin he assumes it is ok to put on PRRMA website. Ms. Conklin stated yes, it was ok to post to the website.

Mr. Waldbauer inquired if Mr. Kljun's narrative regarding the financials be posted. Ms. Conklin stated she does not feel the narrative needs to be posted. Ms. Conklin stated the Manual of Procedures and the PASER information should be posted.

Mr. Waldbauer stated PRRMA domain name of PRRMA.org has been registered for one (1) year and deluxe hosting for one (1) year at $71.82. Ms. Waldbauer will submit an itemized invoice to PRRMA. Ms. Conklin stated we need to send out information to HOA about the website. Mr. Waldbauer stated this might be a site for posting bids for RFP.

h. Street Sweeping and Storm Drain Cleaning

Mr. Casari stated Canton has a new supervisor in Public Works. Mr. Casari stated the cost for street sweeping will be $120 per hour at 12.5 hours at $1,500. Mr. Kljun stated he received a quote from R & M on street sweeping at it was $2,300. Ms. Conklin stated if Public Works could give her a heads up she will email everyone and let them know when the street sweeping will take place. Ms. Conklin stated weather permitting May 1, 2009 and October 23rd or 30th will be the street sweeping dates and email to confirm with 48 hours notice.

VI. New Business

a. 2009 Road Repair – Spalding DeDecker Presentation

Mr. Casari stated Mark and Jacob have brought a few colored maps; however there will be a colored map for each segment of the subdivisions depicting the current rating. Spalding DeDecker will give an interpretation as to their idea of what rating the roads should be kept at and the cost on an annual basis. Once PRRMA decides the level its wants the road maintained at, Spalding DeDecker will build the model.

Mr. Balon stated he has been doing roadway repairs for 20 years working on residential and collector streets.

Mr. Ensley stated Spalding DeDecker starts with all the information available. Mr. Ensley stated they collected information also from the field, measurements, distresses and typical repairs, sidewalks and driveways were also inspected. Mr. Ensley stated this data was input into the pavement management program. Mr. Ensley stated the curve model shows deterioration of the pavement over a period of time. Mr. Ensley stated typically you want to repair your pavement that is in the best condition. Mr. Ensley stated the pavement hits a point where it starts deteriorating at a much quicker rate.

Mr. Ensley presented the colored maps for Fairway Pines as an example, showing the current level of pavement. Mr. Ensley stated Spalding DeDecker uses a modified PASER on a scale of 100 which allows more detail. Mr. Ensley stated a 60 service level would indicate the first signs of block cracking, at 70 you would see a lot of linear cracking.

Mr. Kljun inquired what would cause a street to have several different ratings within a short distance. Mr. Ensley stated it could be caused by a number of different issues, quality of construction, cracking early on and water penetrates that crack and the surrounding area will deteriorate much more rapid than other areas still on the same street. Mr. Balon stated water filtration is one of the biggest issues with pavement deterioration.

Mr. Ensley stated when you see a lot of alligator cracking that is when the rating dips below the 40 range and you start going into the 30 range. Mr. Balon stated the cost to repair below the 40 range is four (4) to five (5) times more. Mr. Balon stated PRRMA needs to maintain a certain rating so you are maximizing your dollars. Mr. Balon stated Spalding DeDecker prioritizes areas and PRRMA needs to prioritize for comfort also.

Mr. Balon stated 62 is the PASER rating Spalding DeDecker recommends. Mr. Balon showed pictures of the 62 rating. This rating may be adjusted. Mr. Balon stated the prices will fluctuate according to asphalt, labor, etc. Mr. Casari stated he wanted to emphasize what Mr. Balon stated if the roadway is in the 5 range it will not cost a whole lot more next year to repair than this year. Mr. Balon discussed the different options for repair. Mr. Balon stated seal coating is mainly only for cosmetics and doesn't add much structure support to the road. However, Mr. Balon stated Spalding DeDecker does use a two (2) coat slurry seal, this is the same material as the seal coat, but it can be polymer reinforced and more aggregate included. Mr. Balon stated blowing out the cracks for crack sealing and heating them up a little is the best method used for a permanent bond.

Mr. Casari stated May 19th will be the ride through so any discrepancies can be discussed at that time.

Mr. Balon stated he would be curious to know the kinds of materials used for former repairs. Mr. Balon stated there are two (2) DOT asphalt mixes, 13A and 1100T. 1100T has more asphalt material and less rock. Mr. Balon stated it looks a little better but does not hold up as well. The more rock you have the stronger it will be and last longer. Mr. Balon stated if PRRMA has any construction information from former repairs it would be helpful. Mr. Casari stated PRRMA has that spec and believes it was 1100T.

Mr. Ensley stated he rated the sidewalks and the driveways also for a general condition rating. Mr. Balon stated any slabs that were over an inch in elevation difference were noted. Mr. Balon stated on the sidewalks try and mill those marked with cracks instead of replacing. Mr. Ensley stated on the driveway approach there was at least an inch to 3 inch displacement from the back of the curb to the top of the drive on some. Mr. Ensley stated drainage maybe a concern in certain areas where the driveway is lower than the curb. Some slabs could be diamond grinded to level. Mr. Balon stated Spalding DeDecker does recommend repair for anything more than one (1) inch. Mr. Stephens stated this is the first year for our comprehensive sidewalk program

and if we have to replace gaps between aprons and curbs it might put us in a similar situation as last year. Mr. Stephens stated if it could be broken out as far as curbs, aprons, and slap we could make a better decision. Mr. Balon stated in the report there is a general rating for the sidewalk and the drives. The best way to do these sidewalk repairs is to allocate so much money each year. Mr. Ensley stated where there is a crack that is not sealed you will have water infiltration under the pavement.

Mr. Balon stated they still have coring left to finish. Mr. Balon stated at the 62 range the amount would be approximately $375,000-$425,000 per year. Mr. Ensley stated there are different ways to run scenarios. You can put in a budget that you have for the program and we can plug that in and find out what overall rating it would give you. Mr. Balon stated he will be checking with contractors on the pricing.

Mr. Balon stated the 13A is used mostly for highways and would probably last a little longer; the 1100T is a grainer texture.

Mr. Balon stated the next step is double check the numbers for cost and run the recommend program for a 10 year repair plan projection. The roads will have to be walked each year for reevaluation.

Ms. Conklin stated she would like the program run for 57, 62 and 67 level and would like Spalding DeDecker to get back within one week. Mr. Waldbauer stated he would like to share that information with his homeowner's association.

Mr. Casari stated we want to start repairs about the beginning of July.

Ms. Conklin stated she would like a comprehensive 57, 62, 67 for the roads and drives and sidewalks each broken down incase we cannot do them. Mr. Balon stated any safety items would have to be included.

Mr. Kljun inquired if there is any benefit that the entire project, 12 miles of roadway x's 22 feet, to mill and resurface in the next decade and pick out those roads that are the worst from the PASER rating and raise the roads to a 90 level. Mr. Kljun stated establish that as the criteria for how much funding we will need every year. The only variance will be the price of asphalt and labor. Mr. Casari stated the mill and resurface will not fix the areas that are allergatored. Mr. Casari stated you will not have structuring there, it has failed. Mr. Casari stated if there is an area with allergatoring, they take this out and fill with base. Ms. Gitre inquired what would it cost to totally replace 1.2 miles per year for 10 years. Mr. Balon stated it would be approximately $1.1 million per year. Ms. Gitre stated that would be justification as to why $375,000 per year looks good. Mr. Balon stated some fine allagorating if you proof roll that it works pretty well and should get 10 years out of it. Mr. Balon stated large transverse cracks if you mill those will come back out and you need to go down deeper in order to bridge that deterioration.

Mr. Stephens stated he would like to understand the next steps; we have asked Spalding DeDecker to evaluate three (3) different levels with cost, the assessment of cost of repairs specifically. Mr. Balon stated he will review those costs with someone and based upon PRRMA's target then we can do the repair plan. Mr. Stephens stated we would like to get the repair plan in our hands by May 19th for the drive through. Mr. Balon stated we can drive it and review the areas to repair and add others if necessary. Mr. Stephens inquired if we can get the drawings before hand. Mr. Balon stated he can PDF the drawings in one or two weeks. Ms. Conklin stated as soon as she get's it she will forward on to the Board. Mr. Balon stated the final report is a large binder and will not be ready for the walk through. Mr. Balon stated with the three (3) PASER levels you will get three (3) scenarios. Once a decision is made you will get one repair plan.

Mr. Stephens stated he feels we all need to present the results of this plan to our homeowner's association. Ms. Conklin inquired if it would be helpful to have a joint meeting with the homeowner's associations and have Spalding DeDecker come back. Mr. Stephens stated yes, we could invite the HOA Boards to a joint meeting, however he was thinking of presenting the plan to the homeowners. Ms. Gitre stated she feels it is a good idea for HOA Boards to hear the presentation.

Mr. Kljun stated the original road installation was done in the mid 1990's. If we go with a plan to look over the next decade are we going to get into a situation that some of our roads are going to be in really bad shape. The original reserve study had a 20 year time frame, and that in 20 years everything will be replaced. Mr. Ensley stated a lot of your repairs were based on the original rating, regardless of the age of pavement, the deterioration predicted through that curve and where you are at as far as your condition. Some pavements will not need to be completely replaced. Some are in very poor condition at this time. If in the next few years if some of those on the verge of poor condition those will be deteriorating to a point where they need to be replaced. There are a lot of your roads that are at a good level of service where you can increase the remaining service life by just maintaining. This is very unpredictable how each segment of roadway will react which is based on traffic, material, etc. Without any preventative maintenance the roadway will deteriorate much quicker. Some pavement will be extended longer than 20 years.

Mr. Balon stated there is a report on the condition of roads if nothing is done.

Ms. Gitre stated we may want to meet when the three (3) levels are complete before the drive through. Ms. Gitre stated we could do a conference call. Mr. Balon stated he will have the three (3) levels completed one week from today. Ms. Conklin stated we could do the conference call next Tuesday or Wednesday. Mr. Balon stated that will give him two (2) weeks to do the repair plan. Ms. Conklin stated we will do the conference call on Wednesday,

April 29th at 5:30 p.m. Mr. Balon stated he can put the final plan on disk and also the binder. Ms. Gitre stated the conference call number is 1-800- 480-7357, code 866-819-5738.

b. Street Sweeping and Storm Drain Cleaning
Completed in Item III. h.

c. By-Law Amendments
Ms. Conklin stated there will be a minor change in the By-laws Amendment #1 changing our budget year to August 1, 2009. All members signed and it is official.

Ms. Krimmer inquired if anyone would have been snow plowing Glengarry and Country Club other than our contractor. Ms. Conklin stated Canton could have. Ms. Krimmer stated when we had the snow a couple of weeks ago there were three (3) mailboxes knocked down. Ms. Conklin stated she will check and get back with her. Ms. Krimmer stated her contractor swears the mailboxes were down prior to his arriving to plow.

d. Independent CPA Review
Ms. Conklin stated she did do the RFP but they haven't been mailed out yet. Ms. Conklin stated she would like some ideas on who she should send the RFP's to. Plante Moran, Sutherland & Yoe, Bovitz, Wendel Kallahan and Ratabough were some suggestions. Ms. Conklin stated the RFP's will go out to the suggested firms next week.

V. Other Business

a. May 19th Walk Through
Ms. Conklin will get the information out as soon as possible to all members. Ms. Conklin stated she will get the van so all members can be in the same vehicle to discuss issues.

Ms. Conklin stated it was suggested to have a joint meeting with all HOA Boards after the May meeting. All members stated they agreed with this joint meeting. The joint meeting will be Thursday, June 11, 2009 at 7:00 p.m. in the lower level.

b. Single Stream Recycling
Mr. Casari stated this week Canton is implementing the Single Stream Recycling Program. The items not accepted are colored glass, and Styrofoam. Clear plastic bags maybe used when recycling bin is full. Ms. Conklin stated Target and Aco sell the clear plastic bags. The green recycling big has to be out for the driver to know you have recyclables. Mr. Casari stated nothing should be bundled with string. Green recycling bins are $6.00 for those who have received a bin previously.

Mr. Casari stated we need to get the complete inspection report from Mannik and Smith and testing reports.

Mr. Kljun stated he is getting quotes from other electric companies. Other suggestions for quotes is Canton Construction, D & K Electric Group, Basic Electric are other options.

Ms. Conklin stated Oakley did not get Canton's contract this year.

Mr. Kljun stated Fairways needs to meet with their contractor R & M for irrigation.

Ms. Gitre inquired if other subs are having difficulty collecting homeowner's dues this year. Mr. Porter stated there is a 50% increase in homeowners not paying. Ms. Gitre stated they are at 10% not paying. Mr. Kljun inquired if Ms. Conklin could ask one of the legal representatives for Canton that how the subdivisions should approach this issue. Ms. Gitre stated Fairway Pines is doing the liens but if the homeowner forecloses we are out of luck. Mr. Kljun stated he has read news articles that stated you have to officially go after the homeowners that don't comply with paying their dues, which means legal action taken against the homeowner. The action of filing a lien only is not sufficient. Mr. Kljun stated if you go to court even if the homeowner forecloses the HOA becomes the primary. Mr. Kljun stated maybe PRRMA has the ability to institute a recommended policy and how each HOA can proceed. Ms. Conklin stated PRRMA is about roads and not how HOA collect their dues. Ms. Krimmer stated she is going to small claims court for a homeowner that is three (3) years behind in dues.

VI. Adjournment

Motion by Waldbauer, supported by Gitre to adjourn at 8:20 p.m. Motion carried unanimously.