PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
MARCH 10, 2015
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, March 10, 2015.

Members Present: Debbie Bilbrey-Honsowetz, Canton Township Omar Alomary, Pheasant View, Larry Siedell, Fairway Pines, Bill Serchak, Canton Township, Manoj Desai (arrived 5:52 p.m.), Fairways

Members Absent: None

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

I. **Call to Order**

Mrs. Bilbrey-Honsowetz called the meeting to order at 5:50 pm.

a. Approval of Agenda
Motion by Siedell, supported by Serchak to approve the agenda as amended adding IV. Other Business c. Pheasant View Landscaping Request and moving Next Meeting Date to d. Motion carried by all members present.

b. Approval of Minutes
1. January 13, 2015
Motion by Siedell, supported by Serchak to approve the January 13, 2015 PRRMA minutes as presented. Motion carried by all members present.
2. February 3, 2015
Motion by Alomary, supported by Siedell to approve the February 3, 2015 PRRMA minutes as presented. Motion carried by all members present.

II. Financial Activity Review

a. Current Reports

Mr. Kljun emailed February financial statements and cash flow analysis to all members. Mr. Kljun distributed a current Balance Sheet as of March 10, 2015. He stated there are no accounts receivable at this time. All invoices have been paid at this time. He stated total assets are $509,514.95.

Mr. Desai arrived at 5:52 pm.

There were no questions at this time.

Mr. Kljun distributed the audit from Mylar and Szczypka for July 31, 2014 -2013. There will be an additional audit for August through December 2015. Mr. Kljun

stated on page 3 of the audit it is the opinion of the auditors that the financial statements are in good shape with no current issues. He stated on page 2 in the second paragraph states that PRRMA is maintaining the 10 year rolling plan on the road repair. Mr. Kljun stated he will scan the audit and distribute to the Board electronically. Mr. Alomary had a question regarding the $2,500 to Spalding DeDecker. Mr. Kljun stated it was budgeted and was an oversight on the budget. He stated it was forecasted but not budgeted.

b. Cash Flow Analysis
Distributed

III. Unfinished Business

a. 2015 Road Repair Project

Mr. Serchak stated he received a message from Mr. Ensley and he will have a cost for PRRMA by next week. He stated he will send to all Board members via email when it is received. Mr. Serchak stated Mr. Ensley just looked at the roads last week due to weather and there is one drive way and curb added.

Mr. Serchak stated he is glad that PRRMA contracted with Nagle and that they held their prices. He stated all projects in Canton have had a 20% increase in Wayne County. Mr. Serchak stated any issues that come up in any of the subdivision please let him know as soon as possible. He stated Mr. Ensley is providing a detail scope of the work to be completed. Mr. Serchak stated Mr. Ensley has all work indicated on the maps. PRRMA chose Options #1 with Alternate #1. Mr. Serchak stated he will email the scope of work to all Board members to review.

Mr. Alomary stated one of the homeowners in Pheasant View would like all of his sidewalk flags replaced. Mr. Siedell stated let's make sure which flags need to be replaced fit the criteria. It was determined that sidewalk repairs are the responsibility of PRRMA and PRRMA will make repairs as needed.

Mrs. Bilbrey-Honsowetz stated the Township has a letter for the Sidewalk Gap Program. She stated PRRMA could borrow the language regarding any additional work that a homeowner might want to have done on their own with the contractor. She stated she will draft a communication with this language to assist in clarification to homeowners.

Mr. Serchak stated in the communication with residents it should be stated that when Nagle is on their street doing repairs on the sidewalks that is the time residents should ask for additional cement work to be done, separately from the PRRMA work being done. Residents should have their own contract with the contractor for additional work requested.

Mrs. Bilbrey-Honsowetz stated she will have the communication plan used in the past to share with homeowners at the next meeting to discuss. She also stated that

she will ask Mr. Ensley to look at the Pheasant View home and assess the sidewalks.

IV. Other Business

a. Street Sign Update

- Replacement Update

  Mr. Kljun stated there are no signs ordered as of yet. He stated he will order soon. He stated there is input still needed for Fairways and Pheasant View as to which signs they want to replace. Mr. Kljun stated he will send all Board members the maps indicated where the signs are located. He stated it is indicated that there will be 12 signs in each subdivision and Summit Parkway for sign replacements. Mr. Kljun stated if the price is reduced maybe PRRMA will be able to increase the number of signs. Mr. Kljun stated if approved by the Board he would like to finish up the lighted signage this year. This will complete the lighted signage. He stated that speed limit and stop signs are PRRMA's responsibility to repair, however charged to the individual HOA.

  Mr. Kljun stated some time ago Pheasant View and Fairways wanted to put up speed limit and handicap signs on a metal pole along Glengarry. This was outside the scope of PRRMA. The decision was made that the subdivision could install those signs. Mr. Kljun stated that to track the cost to each subdivision for history purposes, each subdivision is charged the cost to repair or replace that signage. He stated each subdivision is not asked to pay any additional money as it is part of the dues collected. Mr. Kljun stated if a sign is damaged and repaired, the total cost goes back to the association as a sign repair. PRRMA has some money for maintenance of signs and this would cover those kinds of situation.

  Mr. Alomary stated he would like to see additional signs replaced. Mrs. Bilbrey-Honsowetz stated we can add additional signage on the next agenda and discuss after getting the cost on the road repair for this year.

  Mr. Kljun stated purchasing in quantity can get an economy of scale on cost and shipping.

- Lettering

  Mr. Siedell stated the gold lettering is difficult to see at night. Mr. Kljun stated the gold was painted on the cast aluminum sign. He stated the wood signs were painted with reflective paint in the past and even at night it was difficult to see. Mr. Siedell state it would be a major expense to replace the signs. Mr. Kljun stated in the past it was investigated to illuminate the signs. The cost was so great to provide a electrical connection it was cost prohibitive.

Mr. Serchak stated HOA's can enact a SAD with Edison to increase lighting in subdivisions. Mr. Alomary stated the by-laws clearly state that PRRMA is responsible for existing lighting and that HOA's would be responsible for additional lighting.

Mr. Siedell stated maybe SAD for lighting cost could be added as a future capital project. Mr. Desai stated he has had complaints from homeowners that there is not enough lighting. Mr. Kljun stated every home has garage, front door and back door lighting.

b. Diagram of Responsibility

Mr. Siedell provided a drawing to clarify responsibility. He stated he has had questions regarding the drive approach and curb issues. Homeowners have indicated the deterioration of the curb has also caused deterioration of the driveway. Mr. Siedell has also heard from homeowners that the sidewalk between the driveway is the homeowners responsibility. Mr. Serchak stated there have been a couple of concerns in the past. He stated it would be a judgment call in such a situation. He stated it would be highly unlikely that a curb would be causing a drive approach problem. Mr. Serchak stated PRRMA needs to be very clear that the driveway approach and the driveway is the homeowners responsibility. He stated it also needs to be clear that if a homeowner is replacing their driveway and driveway approach and they want the sidewalk replaced it is the homeowners responsibility. He stated the only exception is if the flags between the drive and driveway approach meets the criteria PRRMA will replace those as needed. There was much discussion on clarification. Mr. Serchak stated he will write this up for clarification. Mrs. Bilbrey-Honsowetz stated she will keep this item on the agenda for the next meeting.

c. Pheasant View Landscaping Request

Mr. Alomary stated Pheasant View HOA wants to perform landscaping changes on two different Beck Road entrances. He distributed diagrams for all Board members. Mr. Serchak stated there are site plan requirements. Mrs. Bilbrey-Honsowetz stated she will give to Ms. Thurston in Planning for her determination. Mr. Serchak stated he will email Mr. Alomary with Ms. Thurston's response.

d. Next Meeting Date

The next PRRMA meeting is scheduled for Tuesday, April 21, 2015 at 6:00 pm.

V. Adjournment

Motion by Siedell, supported by Alomary to adjourn at 7:12 pm. Motion carried unanimously.