

PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.
BOARD OF DIRECTORS
MEETING SUMMARY
March 2, 2017
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 Thursday, March 2, 2017.

Members Present: Greg Hohenberger (left meeting at 6:30 pm.), Canton Township, Kevin Whitaker, Pheasant View, Hayden Notestine (alternate), Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

Members Absent: Joe Maltese, Fairway Pines

Others: Tim Kljun, Roadway Manager, Deborah Dooley, Secretary, Ranson Smith (arrived at 6:09 pm.), Fairways

I. Call to Order

Mr. Bill Serchak called the meeting to order at 5:34 pm. Mr. Notestine is the alternate for Fairway Pines. Mr. Hetherington is the new representative for Fairways.

- a. Approval of Agenda
The approval of Minutes were changed to January 10, 2017.
Motion by Hohenberger, supported by Notestine to approve the minutes as amended. Motion carried unanimously.
- b. Approval of Minutes
 - 1. January 10, 2017
Motion by Whitaker, supported by Hohenberger to approve the January 10, 2017 minutes as presented. Motion carried unanimously.

II. Financial Activity Review

- a. Current Reports
Mr. Kljun stated the current reserve balance is \$692,844.36.

Mr. Kljun stated Fairway Pines overpaid \$4.00. He stated he received the invoice for Fairway Pines back, unable to deliver, and returned to Mr. Hohenberger. He stated this invoice was due two days ago. Mr. Whitaker will verify the address and notify Mr. Kljun.

- b. Cash Flow Analysis
Mr. Kljun stated he verified that there were appropriate funds to pay Spalding DeDecker for engineering services of \$30,000. He stated \$44,050 was budgeted for these services. He stated the final quote for roads and concrete has not been determined. He stated the amount of roads and concrete is projected at

\$510,880 for 2017. He stated he will update the cash flow upon notification. The Projected Cash Flow document Option 1 designated what projects will happen in what month for 2017.

Mr. Kljun stated at the end of 2017 it is projected the reserve balance will be \$302,869.

Mr. Hohenberger inquired why the Projected Cash Flow is labeled Option 1. Mr. Kljun stated the Board evaluated several options and the Board decided on Option 1. Mr. Hohenberger suggested changing Option 1 to Budget. Mr. Kljun stated yes, he will change to Budget.

Mr. Serchak explained to Mr. Hetherington the projected concrete and roadway repairs that have been approved by the Board for 2017.

III. Other Business

a. 2017 Construction Project - Discussion of Scope of Work

Mr. Serchak stated he sent out to the Board members a drawing of the areas of roadway that will be repaired for 2017. He stated the focus for 2017 will be the entrances into the subdivisions, as well as Summit Parkway.

Mr. Serchak stated Mr. Ensley assumed at 20% contingency. He stated there will be \$160K for work and \$40K for the contingency. He stated this will give them flexibility to use the \$200K. Mr. Whitaker inquired if the project requires additional work will the contingency be used. Mr. Serchak stated yes, he would like to use the full \$200K. He stated due to the unknown it is best to have some flexibility with the contingency.

Mr. Whitaker suggested not working on both entries in Pheasant View at the same time. Mr. Serchak stated that will be a condition in the contract to keep traffic flow.

Mr. Hohenberger inquired the starting date for the project. Mr. Serchak stated concrete work can begin in April, weather permitting, with the restriction of before and during Liberty Fest. He stated once a contractor is selected PRRMA will sit down and discuss a communication plan, how PRRMA uses the website, post barriers, etc. Mr. Hohenberger stated barricades and removing equipment could also pose a problem before and during Liberty Fest. Mr. Serchak stated yes, this will be critical and will be a condition of the contract. He stated it was discussed at the last meeting a staging area for equipment, which was decided to be between the Summit entrance and the golf course. He stated the sidewalk in that area can be replaced last.

Mr. Notestine stated he was surprised that west bound Glengarry at Canton Center/Highlands was not included. He stated there are numerous pot holes in that area. Mr. Serchak stated we can make this a priority over the original

selection. He stated he will speak to Mr. Ensley and discuss this change. He stated he does not feel that there will be a problem with making the original area as a second option.

Mr. Kljun inquired which road will be affected most by the traffic during Liberty Fest Mr. Hohenberger stated Summit and Glengarry westbound will be most affected. Mr. Serchak stated he will designate those areas be done after June 19th.

Mr. Serchak stated he will send this information to Mr. Ensley to finish the bid package. He stated Nagle Paving, T & M, and ASI will be called first. He stated a pre-bid meeting or a meeting after selection to go through the details and/or negotiate.

Mr. Notestine inquired if a time line and how much of the budget has been used will be provided to Board members. Mr. Serchak stated yes, Spalding DeDecker will be taking quantities as they remove curb, sidewalks, and roadway and they will let us know when we approach the budget.

Mr. Whitaker inquired if a homeowner wants additional concrete work completed how would they handle this with the contractor. Mr. Serchak stated the three bidders are asphalt contractors. He stated they all do concrete work, but it would not be surprising if the sub-contract out the concrete. He stated he would rather not advertise for homeowners that this is available. He stated homeowners would need to secure their own contract with the contractor, building permit and PRRMA would not be involved in administering any additional concrete work.

b. 452 Merion Drive

Mr. Serchak stated he sent all Board members information on this issue. He stated the catch basin runs under the driveway. He stated the homeowner contacted Canton the end of January with the issue. He stated the Canton crew was sent out with a camera in the 8-12 inch plastic line laid in 1994 and revealed there is no damage to the pipe. He stated a dye was used to assure no damage to the pipe was confirmed. He stated they did notice that at the catch basin has a casting and concrete cone and there is a small area where the sand is getting in. He is stating he is not sure how this problem was created. He stated in 2011 on Goggle Earth it looks like a new driveway and curb. Mr. Serchak is wondering if a heavy truck was on the driveway that caused the cracking of the driveway. Mr. Serchak stated his recommendation is that the catch basin is repaired and discussion for a new driveway for the homeowner. Mr. Kljun distributed a quote for the repair of the catch basin for \$350.00.

Mr. Smith arrived at 6:09 pm.

Mr. Kljun stated the catch basin could have been damaged for years. He stated only when the driveway began cracking did the homeowner see this problem. Mr.

Kljun had pictures of the driveway. He stated the responsibility of the catch basin is the responsibility of PRRMA. Mr. Whitaker stated if the integrity of the pipe is sound this would lead him to believe it is not a PRRMA issue. Mr. Serchak stated to fix the catch basin it would require removal of the concrete from the approach and replace. Mr. Kljun stated it is his understanding that the contractor would use a rapid seal concrete to seal the catch basin from the inside. He stated Midwest said they could not determine the problem without removing the driveway to determine which way the water flowed. Mr. Smith stated the approach and sidewalk would not be affected. Mr. Serchak stated the homeowner feels that his driveway is PRRMA's problem. Mr. Notestine stated he feels the homeowner does not distinguish the problem being PRRMA's or the HOA's.

Mr. Serchak stated he is surprised that PRRMA did not hear of this issue in previous years. Mr. Smith stated PRRMA owns the sidewalk and will replace the sidewalks, as well as the catch basin. He stated the question is the approach and driveway. He stated the driveway is inclusive and the responsibility of the homeowner. Mr. Serchak stated it would cost \$8,000-\$10,000 to replace the driveway. Mr. Hohenberger suggested splitting the cost of the driveway. Mr. Whitaker suggested replacing the apron of the driveway. The group agreed to replacing the approach, sidewalk and repairing the catch basin. Mr. Smith stated if PRRMA replaces the driveway it will set a precedence. Mr. Notestine stated when the contractor removes the slabs of driveway and there are tunnels of sand gone, where do we stand. He inquired if it were a heavy truck that damaged the driveway, he can understand, but does not understand the heavy truck damaging the catch basin. Mr. Smith inquired if it is possible to determine the root cause of the catch basin problem. He inquired if when the driveway slabs are removed it is possible to determine the cause. He inquired is it possible to do additional investigation. Mr. Serchak stated he is not sure if that would give conclusive results.

Mr. Hohenberger left the meeting at 6:30 pm.

Mr. Serchak stated once the catch basin is sealed, there will be no more sand leaking into the catch basin. Mr. Kljun stated there are other driveways in subdivisions with cracking. Mr. Notestine stated PRRMA needs to prove that the catch basin issue did or did not cause the driveway issues. Mr. Kljun stated he feels that PRRMA does not have to prove this, the homeowner needs to prove the catch basin caused his driveway to crack.

Motion by Hetherington, supported by Whitaker to pay and fix only the approach, sidewalk and catch basin. Roll Call Vote: Yeas: Hetherington, Whitaker, Serchak Nays: Notestine Motion carried 3-1

Mr. Serchak stated he will add the approach and sidewalks to Spalding DeDecker's repairs and may be other considerations when opened up. Mr. Notestine stated he will respond to the homeowner.

Mr. Kljun stated he suggest a waiver from legal that the homeowner hold harmless in the future. Mr. Serchak stated this did cross his mind. He stated at the present time PRRMA is committed to doing the sidewalk and approach. He stated in the future if PRRMA decides to do the driveway or a portion he feels a waiver would be appropriate. Mr. Kljun stated he will take a picture of the approach to ensure that it does or does not need to be replaced. Mr. Serchak stated if the approach is not broken up, it is the area closest to the catch basin, this adds to the questions. Mr. Kljun inquired if \$10,000 should be added to the budget. Mr. Serchak stated yes, that is reasonable, if needed.

Motion by Notestine, supported by Hetherington to approve Midwest to repair the catch basin for \$350.00. Motion carried by all members present.

Mr. Kljun stated he will authorize Midwest to make the repairs on the catch basin.

c. Tree Replacement Program

Mr. Kljun stated Davey has identified 15 trees along Summit Parkway to be removed and grind stumps for \$3,600. He stated \$30,000 has been approved in the budget for tree replacement. Mr. Kljun stated one tree on Glengarry, south of the roadway has broken and is the responsibility of Canton. He stated he would like to add this tree for removal and grinding stump. Mr. Serchak stated yes add this tree for removal and stump grinding at Canton's expense.

Mr. Kljun stated PRRMA fertilized and sprayed all the trees along Summit Parkway and Glengarry Boulevard. He stated he has requested a quote from Davey to duplicate for the coming year at \$10,480.00 to improve the health of the remaining trees. He distributed to the Board the quote. He stated this would include deep root fertilizing and spraying to minimize the impact of insects. He stated he has also included an area on Glengarry (south side) that is the direct responsibility of Canton for \$988.00. Mr. Kljun stated Davey can begin between March and May. He stated this can be decided by the next meeting. Mr. Kljun stated this is not in our current budget, however it can be added as funds are available.

Motion by Notestine, supported by Whitaker to proceed with Davey Trees to allow fertilization and spraying for insects for \$10,480. Motion carried by all members present.

d. HOA Upgrades to Islands

Mr. Notestine stated there are broken hedges at Glengarry and Canton Center in the front entrance. He inquired if this is PRRMA or the HOA responsibility. Mr. Kljun stated this maintenance has been delegated to the HOA.

Mr. Serchak stated this item will be removed from the agenda.

- e. Next Meeting Date
The next meeting date will be Tuesday, March 28, 2017 at 5:30 pm.

IV. Adjournment

Motion by Hetherington, supported by Whitaker to adjourn at 7:04 pm. Motion carried by all members present.