

**PHEASANT RUN ROAD MAINTENANCE ASSOCIATION, INC.**  
**BOARD OF DIRECTORS**  
**MEETING SUMMARY**  
**January 8, 2019**  
**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, January 8, 2019.

**Members Present:** Greg Hohenberger, Canton Township, Kevin Whitaker (arrived at 5:38 pm.), Pheasant View, Joe Maltese, Fairway Pines, Bill Serchak, Canton Township, Chad Hetherington, Fairways

**Members Absent:** None

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

**I. Call to Order**

Mr. Bill Serchak called the meeting to order at 5:35 pm.

- a. Approval of Agenda  
Motion by Hetherington, supported by Hohenberger to approve the agenda as presented. Motion carried by all members present.
- b. Approval of Minutes
  - 1. November 19, 2018  
Motion by Hetherington, supported by Hohenberger to approve the November 19, 2018 PRRMA minutes. Motion carried by all members present.

**II. Financial Activity Review**

- a. Current Reports  
Mr. Kljun distributed a summary for the 2018 PRRMA Performance Summary.

Mr. Whitaker arrived at 5:38 pm.

Operating Budget for 2018	\$303,979.00
Budgeted Income 2018	\$318,220.00
Actual Income	\$318,307.13 (includes interest)
Administrative Expenses	\$ 13,826/31 under budget
Canton Maintenance Expenses	\$ 37,196.33 under budget
Fairways Maintenance Expenses	\$ 50,836.96 under budget
Fairway Pines Maintenance Expenses	\$ 61,784.37 under budget
<u>Pheasant View Maintenance Expenses</u>	<u>\$ 33,666.92 under budget</u>
Total	\$197,310.89 under budget

January 1, 2018 Checking amount	\$3,212.79
December 31, 2018 Checking amount	\$7,803.81
January 31, 2018 Reserve Fund	\$300,930.59
December 31, 2018 Reserve Fund	\$478,683.72
January 1, 2018 Capital Projects Forecasted	\$323,384.00
Capital Projects Completed in 2018	
Previous Year Roadway Payment	\$ 18,067
Pot Hole and Crack Filling	\$ 8,750
Road Repair Engineering	\$ 7,340
Diseased Tree Removals	\$ 5,200
Tree Fertilization	<u>\$ 12,341</u>
Total	\$ 51,698

Mr. Kljun stated the rest of the money is in the reserve account.

b. Cash Flow Analysis

**III. Other Business**

a. Set budget for 2019

Mr. Kljun stated the budget is unchanged from previous year with no increase in contributions.

Mr. Maltese inquired on the proposed amount for the 2019 Reserve Maintenance Expense. Mr. Kljun stated the projected road repair in 2019 is \$369,290 and in 2020 it is \$334,990.

Mr. Kljun explained that with the roadway repair plus winter road repair contingency, plus Links Entrance, plus roadway crack sealing, plus projected road repair engineering, plus roadway striping Golf Cart/Pedestrian Crossing 17 locations and tree fertilization program the total proposed budget for 2019 is \$522,117. Mr. Kljun stated if all projected projects are completed in 2019 the projected Reserve Amount will be \$202,449.

Mr. Kljun stated if all proposed projects for 2020 are completed with a budget of \$365,772, the proposed reserve amount will be \$82,128. Mr. Hohenberger stated then in 2021 PRRMA will be looking at a minimal year for replacements to build up the reserve as needed to maintain the recommended reserve of \$220,000. Mr. Serchak stated then at the end of 2020 PRRMA could do another PASER rating to see where we are. Mr. Kljun stated the \$220,000 is a minimum number, the maximum amount for the reserve is \$320,000. Mr. Kljun stated it is expected that in 2021, \$318,000 will be added to the reserve. Mr. Hohenberger stated PRRMA is proposing to do \$900,000 worth of work in two years. Mr. Serchak stated it is projected that 2021 is the off year for routine maintenance. Mr. Hohenberger stated he would like a narrative stating our projected plan on the bottom of each

budgets for 2019 and 2020. Mr. Kljun stated he will put a footnote on the bottom of each budget.

He stated he would like to meet with Spalding DeDecker during the day for review of the maps, if any of the PRRMA Board members are available, and bring back for Board approval in February with any modifications. Mr. Hohenberger stated we can approve the dollar amount tonight.

Mr. Whitaker inquired if the lighting should be included in this budget. Mr. Serchak stated he believes that lighting would be further out. He stated Mr. Kljun did pull the numbers on what each HOA pays. He stated he would like to talk to Deborah Cane at Detroit Edison to see if they would like to take this on.

Motion by Hohenberger, supported by Maltese to approve the 2019 and 2020 budget with the changes to the description on the tree fertilization to tree maintenance and adding the description regarding the two year plan footnote. Motion carried unanimously.

- b. Spalding DeDecker Proposal for 2019 construction years  
Mr. Serchak stated he did receive the proposal from Spalding DeDecker and they know what our budget for 2019 is. He stated it is very similar to ones they have done in the past. He stated Spalding DeDecker's cost is \$18,500 for oversight of construction and engineering for 2019.

Motion by Hohenberger, supported by Whitaker to approve the Spalding DeDecker budget for 2019. Motion carried unanimously.

- c. Yearly standardized schedule for PRRMA activities  
Mr. Serchak stated January, February, and March are pot hole repairs every year. Mr. Maltese stated he has a map for Fairway Pines and there are 12 very large potholes. Mr. Serchak stated DPW, however they do not have cold patch yet. He stated he would give them the map to do the requested locations. Mr. Maltese gave Mr. Serchak the map for Fairway Pines. Mr. Serchak stated the alternative is to hire S&J at a cost. He stated he would prefer to have DPW do it for free. Mr. Hetherington stated he will get areas needing pot hole repairs to Mr. Serchak. He stated the area on Mornington repaired recently is now developing cracks. Mr. Serchak stated this could be indication of base failure.

January and February bidding for projects for the year.

June (third week) road construction begins.

Sign Maintenance

Lighting Maintenance

September and October Crack Sealing Mr. Serchak stated S&J will be here in the Spring for crack sealing. He stated areas in the 2019/2020 construction work will be excluded.

Sidewalks as needed

Street sweeping, spring and fall (early before leaves fall), April and September  
Trees review, trimming (late fall) and removal as needed  
Vegetation removed twice per year, Round Up - May and September

Mr. Hohenberger stated we can put this information on a grid and bring back to next meeting for review. He stated we can add as needed.

d. Trees on Summit Blvd.

Mr. Maltese stated the only capital project he is questionable about is the tree fertilization. Mr. Kljun stated he is expecting a proposal from Davey Tree Service for this year. He stated before approval he will bring the new quote to the Board. Mr. Whitaker stated we discussed before about getting an independent arborist to decide if this process was worthwhile. Mr. Maltese stated in his subdivision there are a number of diseases going through the Spruce and pines. He stated the arborist that he spoke to stated we can treat the trees but the trees are not likely to survive. He stated that's \$50,000 in three years that we could use to remove dead trees and replace. He stated the Spruces should not be replaced for 10 years. Mr. Hohenberger stated the Parks and Recreation Department does not treat trees, they are removed. Mr. Maltese stated its \$150,000 in 10 years that could be used to remove and replace. He stated PRRMA should get an arborist recommendation. He stated he believes it is not worth the money to treat and this should be eliminated from the budget.

Mr. Kljun stated a number of years ago when the Emerald Ash Bore infested the Ash trees, he and his wife had a consultation with the Michigan State University. He stated they decided they would try and save the two in his yard. He stated these two Ash trees are still standing. He stated Davey Tree Service continues to deep tree fertilize these trees.

Mr. Maltese stated we are talking about the Spruce trees, and he was told they cannot be saved. Mr. Serchak stated he would be willing to leave this item in the budget until further information is obtained from an arborist. He stated his thought would be to remove the dead trees and selectively replace. Mr. Hohenberger stated we can leave this in the budget for now and label as tree maintenance.

e. Potholes and Winter Maintenance

Mr. Serchak stated, as discussed, we can have DPW or S&J.

f. Parking on Streets

Mr. Maltese stated he has complaints on parking in front of hydrants and parking on both sides of streets. He stated there are no "No Parking" signs posted. Mr. Serchak stated the side with hydrants should be posted "No Parking, Fire Lane" and is enforceable. He will investigate putting up "No Parking, Fire Lane" signs. Mr. Hetherington stated if this is in the by-laws would this be in conflict. Mr. Serchak stated this is an important issue and signs should be added to all three

subs. He stated there should be an enforceable agreement for all the subs. Mr. Kljun stated he may have the enforceable agreement. Mr. Kljun stated the history of signage is that the Fire Marshal wanted "No Parking" signage every 150 feet intervals. Mr. Serchak stated he will talk to the current Fire Marshal on this issue. Mr. Hohenberger stated there are two issues, actually getting down the road with cars parked on both sides of street and a fire vehicle getting down the street. Mr. Serchak advised all Board members to discuss with their perspective HOA Boards.

- g. Next Meeting Date  
The next PRRMA meeting is Tuesday, February 12, 2019 at 5:30 pm.

**IV. Adjournment**

Motion by Hohenberger, supported by Hetherington to adjourn at 6:30 pm. Motion carried unanimously.