

**PGA WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
FEBRUARY 5, 2015**

**MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, February 5, 2015, at 2:00 P.M. at the Residential I Association Office, 54320 Southern Hills, La Quinta, CA 92253. A quorum of the members were present.

<b><u>MEMBERS PRESENT:</u></b>	Mary Caldwell	President
	Jim Cox	Vice President
	Russell Roehrkasse	Secretary/Treasurer
	Penni Sturgill	Director
	Dick Moore	Director
	Sarah Murr	Director

<b><u>MEMBERS ABSENT:</u></b>	Mickey Evans	Director
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**ALSO PRESENT:**

David Peters, Esq. – Peters & Freedman

Jodi Fischer, Robert Pantanella, Cassie Gertz and Jonathan Torres representing The Management Trust.

**CALL TO ORDER:**

The meeting was called to order by the President, Mary Caldwell, at 2:11 P.M.

**PRESIDENT'S REPORT/POLICY STATEMENTS**

Ms. Caldwell advised everyone the Board of Directors has a Code of Ethics and Conduct and a Conflict of Interest policy in place and reminded homeowners of the Open Forum guidelines.

**OPEN FORUM:**

Homeowners spoke on various topics. The topics included Election Rules, upgrading the front entrance signage of PGA Boulevard, compliments on the painting and lighting of the Greg Norman gatehouse and a request from the Fairways Association Board President for the Master Association support in writing a letter to the City of La Quinta regarding the lack of landscape maintenance on Madison and the damaged or missing landscape lighting.

**COMMUNITY SERVICES REPORT:**

**Report**

Mr. Pantanella summarized the incident report for January, 2015. It was reviewed by the Board.

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the Study Session on January 8, 2015.

*Ms. Sturgill moved, Ms. Murr seconded to approve the January 8, 2015 Study Session minutes as submitted. Motion carried unanimously.*

The Board reviewed the minutes of the regular session Board meeting on January 8, 2015.

*Ms. Murr moved, Ms. Sturgill seconded to approve the January 8, 2015 regular session Board meeting minutes as submitted. Motion carried unanimously.*

The Board met in Executive Session on February 5, 2015, at 11:00 A.M. for the discussion of legal matters, contracts and personnel.

**FINANCIAL REPORT:**

**Financials**

Mr. Roehrkasse presented the financial report for December 2014. Mr. Roehrkasse reported on the current financial position as of December 31, 2014 and answered questions on specific items from the Board.

*Ms. Sturgill moved, Ms. Murr seconded to accept the financial report as presented. Motion carried unanimously.*

The Board requested management prepare a variance report for the next meeting.

**MANAGEMENT REPORT:**

Ms. Cassie Gertz presented her management report.

**COMMITTEE REPORTS:**

**COMPLIANCE COMMITTEE**

**Report**

Mr. Cox provided the Compliance Committee report.

**Revised Combined Community Rules and Regulations**

The Board reviewed the revised Combined Community Rules and Regulations. Concerns were raised regarding the proposed inclusion of The Club's rules and enforcement of those rules by the Master Association. David Peters stated that the Board can acknowledge the Club rules and include Club areas that the Master Association does not have jurisdiction over, but cannot enforce their rules.

*Mr. Roehrkasse moved, Ms. Sturgill seconded recommending the Board members send comments on the draft document to Jim Cox to incorporate into the document and send it back to the Compliance Committee.*

**Revised Committee Charter**

The Board reviewed the revised Compliance Committee charter.

*Ms. Sturgill moved, Ms. Murr seconded to approve the charter as amended. Motion carried unanimously.*

### **COMMUNITY SERVICES**

#### **Minutes:**

The Board reviewed the Community Services Committee minutes dated December 17, 2014. The Board accepted the minutes from the Committee.

#### **Transponder Gate Policy:**

The Board reviewed the Transponder Gate Policy.

*Ms. Murr moved, Ms. Sturgill seconded to approve the Transponder Gate Policy as amended. Motion carried unanimously.*

### **LANDSCAPE & HARDSCAPE COMMITTEE**

#### **Hort Tech**

The reports from Hort Tech were presented to the Board.

#### **Palm Borer Beetle Update**

Ms. Gertz updated the Board regarding the trees impacted by the Palm Borer Beetles and the treatments that are being done on those particular trees. In the last 120 days, there has been no change in the trees and all appear healthy at this time. Hort-Tech will continue to monitor.

#### **Minutes**

Ms. Sturgill presented the Landscape/Hardscape Committee meeting minutes for December 17, 2014. The Board accepted the minutes from the Committee.

#### **Report**

Ms. Sturgill stated that the Landscape/Hardscape Committee is considering an alternative meeting date in order to accommodate a committee member that serves on a Residential Board with the same meeting date. Additionally, the Landscape/Hardscape Committee completed the improvement to the exterior of the Greg Norman gatehouse and is requesting proposals to varnish the man doors at that gatehouse. The Committee is also reviewing bids for interior gatehouse repairs and will present them to the Board at the next meeting.

### **PROPOSALS, BIDS, PLANS:**

#### **Signature Gate House Plan Revision**

Ms. Sturgill summarized the changes to the Signature gatehouse plans.

*Mr. Cox moved, Mr. Roehrkaase seconded to approve the modified gatehouse plans as submitted by the Signature. Motion carried unanimously.*

#### **Signature Entry Monument**

The Board reviewed the design plan for the Signature entry monument.

*Ms. Murr moved, Ms. Sturgill seconded to approve the Signature entry monument design plan as submitted. Motion carried unanimously.*

### **COMMUNICATIONS**

#### **Report**

Ms. Murr presented the communications report to the Board.

#### **Minutes**

Ms. Murr presented the Communications Committee meeting minutes for January 19, 2015. The Board accepted the minutes from the Committee.

## **GOVERNING DOCUMENTS**

### **Minutes**

Mr. Cox presented the December 15, 2014 committee minutes to the Board for review and summarized the progress of the Committee. The Board accepted the minutes from the Committee.

## **UNFINISHED BUSINESS:**

### **Speed Limit Signs**

The Board reviewed the proposal for 5 speed limit signs.

*Mr. Moore moved, Mr. Roehrkas seconded to approve the expense to purchase the new speed limit signs. Motion carried unanimously.*

### **Board Meeting location**

The Board discussed the meeting location and directed management to confirm availability with the Tournament or Private Clubhouse. If they are unavailable, the meeting will be held at the Residential I office.

### **Landscape/Hardscape RFP**

Ms. Caldwell stated the Board interviewed the Landscape Architects during Executive Session and the Landscape Oversight ad-hoc Committee will be meeting with the Architects in order to make a recommendation to the Board.

## **NEW BUSINESS:**

### **A/C & Heater Maintenance Proposal.**

The Board reviewed the proposals submitted by management for the A/C and heater maintenance plan.

*Ms. Sturgill moved, Mr. Moore seconded to approve the proposal for the initial deep clean on five (5) units in the amount of \$725.*

*Ms. Sturgill moved, Mr. Moore seconded to approve the proposal for the standard servicing of all six (6) units on the property every six months in the amount of \$960 per year.*

### **Irrigation Radio Replacement**

The Board reviewed the proposal for the new irrigation radio.

*Ms. Sturgill moved, Mr. Moore seconded to approve the purchase of the irrigation radio in the amount of \$1,006. Motion carried unanimously.*

### **Appoint Landscape Oversight Committee**

Ms. Caldwell summarized the selection process for the Landscape Oversight ad-hoc Committee and thanked the homeowners that showed interest in the Committee. The Selection Committee selected the top three candidates who had professional credentials and substantive experience in construction and landscape architecture. Interviews were conducted with those candidates and the Selection Committee recommended the following candidates be appointed to the Landscape Oversight ad hoc Committee: Perry Koon, Arnis Budrevics and Lynda Orsatti. Additionally, the Committee will consist of the Landscape Architect, once selected, Hort-Tech Landscape, Penni Sturgill and John Cochrane.

*Ms. Murr moved, Ms. Sturgill seconded to appoint the Landscape Oversight ad-hoc Committee as recommended by the Selection Committee. Motion carried 5 to 1.*

**Appoint Nominating Committee**

Ms. Caldwell thanked those homeowners that volunteered for the Nominating Committee and encouraged them to get involved in the Master Association. Ms. Caldwell recommended Sarah Murr, Linn Wiley, and herself to serve as the 2015 Nominating Committee. Ms. Caldwell stated she is not seeking re-election. Dick Moore stated that the homeowners offering to serve on the committee should be appointed.

*Ms. Sturgill moved, Ms. Murr seconded to appoint Mary Caldwell, Sarah Murr and Linn Wiley as the 2015 Nominating Committee. Motion carried 5 to 1.*

**Appoint Inspector Of Elections**

The Board discussed the Inspector of Elections position.

*Ms. Sturgill moved, Mr. Roehrkasse seconded to appoint David Peters of Peters & Freedman to serve as the 2015 Inspector of Elections. Motion carried 5 to 1.*

**Request to Serve Deadline**

The Board discussed the request to serve deadline. The deadline was established to be no later than 5:00 P.M. on Friday, February 27, 2015.

**CORRESPONDENCE:**

The board reviewed correspondence.

**NEXT MEETING DATE:**

The next scheduled Board meeting will be held March 5, 2015, location to be determined.

**ADJOURNMENT:**

With no further business to be brought before the Board, the meeting adjourned at 4:37 P.M.

**Respectfully submitted,**

**Russell Roehrkasse, Secretary/Treasurer**  
As prepared by The Management Trust

**Date**