

**PGA WEST MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 8, 2015**

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, January 8, 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.

MEMBERS PRESENT:

Mary Caldwell	President
Jim Cox	Vice President
Russell Roehrkasse	Secretary/Treasurer
Penni Sturgill	Director
Dick Moore	Director
Sarah Murr	Director
Mickey Evans	Director

ALSO PRESENT: Jodi Fischer, Lynn Gilliam, Robert Pantanella, Cassie Gertz and Jonathan Torres representing The Management Trust. Cassie Gertz exited at 3:00 P.M.

CALL TO ORDER:

The meeting was called to order by the President, Mary Caldwell, at 2:08 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. Ms. Caldwell stated that in an effort to accommodate the homeowners, open forum has been moved to the first item on the agenda.

OPEN FORUM:

Homeowners spoke on various topics. The topics included the Norman gatehouse, meeting location, code of conduct, signature wall landscape, recordation of meetings and the election rules.

COMMUNITY SERVICES REPORT:

Report

Mr. Pantanella summarized the incident report for December, 2014. It was reviewed by the Board.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the regular session Board meeting on December 4, 2014. *Ms. Murr moved, Ms. Sturgill seconded to approve the December 4, 2014 regular session Board meeting minutes as submitted. Motion carried unanimously.*

The Board met in Executive Session on January 8, 2015, at 3:42 P.M. for the discussion of legal matters.

FINANCIAL REPORT:

Financials

Mr. Roehrkasse presented the financial report for November 2014. Mr. Roehrkasse reported on the current financial position as of November 30, 2014 and answered questions on specific items from the board.

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

CD Rates

The Board discussed the CD rates included in the packet.

Mr. Roehrkasse moved, Ms. Sturgill seconded to purchase the liquid CD from Orange County Business Bank in the amount of \$200,000 at a rate of 1.20% for 90 days. Management was directed to include additional options at the next meeting.

MANAGEMENT REPORT:

Ms. Cassie Gertz presented her management report and welcomed the new Assistant Association Manager.

COMMITTEE REPORTS:

COMPLIANCE COMMITTEE

Report

Mr. Cox provided the Compliance Committee report.

COMMUNITY SERVICES

Minutes:

The Board reviewed the Community Services Committee minutes dated November 19, 2014. The Board accepted the minutes from the Committee.

Appoint Board Liaison:

Ms. Murr moved, Mr. Cox seconded to appoint Mary Caldwell as the Board Liaison for the Community Services Committee. Motion carried unanimously.

LANDSCAPE & FACILITIES

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 90 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 October 29 and November 20, 2014. The Board accepted the minutes from the Committee.

Appoint Committee Member

Ms. Sturgill stated that Paula Turner was interested in joining the Landscape/Hardscape Committee.

Ms. Sturgill moved, Mr. Evans seconded to appoint Paula Turner to the Landscape/Hardscape Committee. Motion carried unanimously.

Mountain Lights

Cassie Gertz reported on the status of the mountain light project.

COMMUNICATIONS

Report

Ms. Murr presented the communications report to the Board.

GOVERNING DOCUMENTS

Minutes

Mr. Cox presented the November 10, 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:

Board Meeting Location

The Board discussed the meeting location and agreed to hold the meeting at the Tournament Clubhouse in February if available.

Recordation of Board Meetings

The Board discussed the agenda item. Mr. Evans agreed to reach out to the homeowner that discussed this topic in open forum to see if he has a policy we can reference. Mr. Evans will then work with management to develop a policy for the Master Association.

Adopt Revised Election Rules

The Board discussed the proposed election rules that were sent out to all members for the 30 day comment period. One comment was received. The board would like for the form used for nomination to be changed to have the questions at the beginning of the form and the remainder of the document to be open for responses.

Ms. Murr moved, Ms. Sturgill seconded to adopt the election rules with the amended nomination form. Motion carried 5 to 2.

Landscape/Hardscape RFP

Ms. Fischer from The Management Trust discussed the RFP and reported that it has been sent out to architects and will be on the February agenda for review.

NEW BUSINESS:

Oversight Committee Charter

The Committee reviewed the Oversight Committee Charter. After discussion the board decided that the charter should be revised to reflect not more than 7 members on the committee as opposed to 9. Also that the Selection Committee be appointed and will be made up of the

following officers of the board: President, Vice President and the Committee Chair/Liaison to the Landscape Committee.

Mr. Roehrkasse moved, Ms. Murr seconded that the Oversight Committee Charter be adopted as amended. Motion carried unanimously.

Appoint Oversight Selection Committee

No action was taken as the motion regarding the committee charter included the appointment of the selection committee.

New Traffic Signs for Boulevard

Tabled for review by the Community Services Committee.

Lighting Maintenance Proposal

The board discussed the proposal for lighting maintenance for the Master Association streets.

Mr. Moore moved, Ms. Sturgill seconded that the Monthly Lighting Maintenance program be contracted for three (3) months of inspections at \$750 per month. Motion carried unanimously.

New Hire Expense

The board discussed the expense for a computer and office supplies for the new association assistant manager.

Ms. Murr moved, Ms. Sturgill seconded that the expenses to provide a computer and offices supplies be authorized. Motion carried unanimously.

CORRESPONDENCE:

The board reviewed correspondence.

NEXT MEETING DATE:

The next scheduled Board meeting will be held February 5, 2015, at the Tournament Clubhouse.

ADJOURNMENT:

With no further business to be brought before the Board, the meeting adjourned at 3:35 P.M.

Respectfully submitted,

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

Date