

**PGA WEST Master Association  
BOARD OF DIRECTORS MEETING  
December 4, 2014  
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, December 4, 2014, at 1:00 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
	Mickey Evans	Director

**ALSO PRESENT:** Jodi Fischer, Lynn Gilliam, Robert Pantanella and Cassie Gertz representing The Management Trust.

**CALL TO ORDER:**

The meeting was called to order by the President, Mary Caldwell, at 1:00 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 up on the agenda before unfinished and new business items.

**COMMUNITY SERVICES REPORT:**

**Incident Reports**

Mr. Pantanella submitted the incident report for November, 2014. It was reviewed and discussed by the Board. Ms. Caldwell stated that since the Community Services Committee reviews this report on a monthly basis, the Board will forego the report in the meeting and allow the committee to address the matters at their meetings and bring any issues of concern to the Board's attention. The report will be posted to the website.

**Feral Dog Traps**

The Board discussed purchasing a feral dog trap and the potential liability it may cause. Mr. Pantanella stated that the liability is the same.

*After discussion, Mr. Evans moved, Mr. Roehrkasse seconded to approve the purchase of one feral dog trap. Motion carried unanimously.*

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the study session on November 6, 2014.

*Ms. Sturgill moved, seconded by Ms. Murr to approve the study session minutes dated November 6, 2014 as presented.*

The Board reviewed the minutes of the regular session Board meeting dated November 6, 2014.  
*Ms. Murr moved, Ms. Sturgill seconded to approve the November 6, 2014 regular session Board meeting minutes as amended. Motion carried unanimously.*

The Board met in Executive Session on December 4, 2014, at 11:00 A.M. for the discussion of legal issues.

#### **FINANCIAL REPORT:**

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

*Ms. Sturgill moved, Mr. Cox seconded to accept the financial report as presented. Motion carried unanimously. The Board directed management to present additional investment options at the next meeting.*

#### **MANAGEMENT REPORT:**

Ms. Cassie Gertz presented her management report regarding various topics such as: 2015 budget report and policy statement, Master Association meet and greet event, overhang damage at the Palmer entrance and holiday lighting.

#### **COMMITTEE REPORTS:**

##### **COMPLIANCE COMMITTEE**

##### **Report**

Mr. Cox reported the citation numbers for the month of November and that the Compliance Committee is reviewing the Community Rules and Regulations and will be obtaining input from the Residential Association's Boards of Directors.

##### **COMMUNITY SERVICES**

##### **Report:**

Mr. Bob Brown presented the Community Services Committee report to the Board. Highlights included the amount of vendors currently registered at PGA WEST, the resignation of a Committee member following the last meeting, an update on the Weiskopf gate project and an update on the transponder policy revisions that will be presented to the Board at the January meeting.

##### **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 60 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 16, 2014. The Board accepted the minutes from the Committee.

**Norman Gatehouse Lights**

Ms. Sturgill presented the lighting improvements for the Greg Norman gatehouse.

*Ms. Murr moved, seconded by Mr. Evans to approve the three new light fixtures from Lamps Plus for a total amount of \$400. Motion carried unanimously.*

*Mr. Evans moved, seconded by Ms. Murr to approve the lighting proposal from Roto-lite in the amount of \$2,490.40 for the lighting modification at the Greg Norman gatehouse. Motion carried unanimously.*

**Norman Monument Painting**

Ms. Sturgill presented the proposal from Sepulveda Painting to patch and paint the two monuments at the main entrance to the Greg Norman area.

*Ms. Murr moved, seconded by Ms. Sturgill to approve the paint proposal as submitted in the amount of \$1,200. Motion carried unanimously.*

**Norman Landscape Enhancement**

Ms. Sturgill presented the proposal from Hort-Tech for the landscape enhancement at the Greg Norman gatehouse. The Landscape/Hardscape Committee agreed to apply their annual budget to this project totaling \$942. The Board accepted the plan for the upgrade from the Landscape/Hardscape Committee.

**Weiskopf Gatehouse Accent Painting**

Ms. Sturgill requested that the Board table this item until the Committee can research the lighting, landscape and other matters at this gatehouse. The Board agreed to table the agenda item.

**Mountain Light Summary**

Ms. Sturgill presented the mountain light summary. There was a lengthy discussion on this topic. The Board agreed to table the agenda item until the repair/warranty process was complete. Mr. Moore will work on sending the defective light panel back to the manufacturer for further review and analysis.

**Mountain Light Survey**

The Board agreed to table the mountain light survey.

**IID Application**

The Board reviewed the IID application for the mountain light installation. Management was directed to revise the description section of the application and submit to IID on behalf of the Association.

**Signature Wall Landscape**

The Board discussed the Signature wall landscape. Questions were raised on how the landscape that was originally approved changed to the landscape that exists today. The Landscape/Hardscape Committee and Mr. Evans will schedule a meeting with CVWD and CaliforniaWest regarding this matter.

**COMMUNICATIONS**

**Report**

Ms. Murr presented the communications report to the Board. The Go Green initiative saved the Master Association over \$2,000 in copy and postage costs due to the electronic distribution of the annual budget and policy statement mailer.

**GOVERNING DOCUMENTS**

**Minutes**

Mr. Cox presented the committee minutes to the Board for review and summarized the progress of the Committee.

**Committee Structure/Member**

No action required at this time.

**OPEN FORUM:**

Homeowners spoke on various topics. The topics included the Norman gatehouse, meeting location, mountain lights, the Go Green initiative, an issue regarding a rental scam online with a home in PGA WEST and the Signature wall landscape.

**UNFINISHED BUSINESS:**

**Landscape/Hardscape RFP**

The Board reviewed the landscape/hardscape RFP. Management was requested to clarify the number of unmanned gates within the Master Association.

*Mr. Roehrkas moved, seconded by Mr. Evans to approve the RFP as submitted and send the RFP to the listed Architects.*

**Board Meeting Location**

The Board discussed the meeting location and agreed to hold the meeting at the Residential I Association office in January.

**NEW BUSINESS:**

**Election Rules**

The Board discussed the proposed changes to the Election Rules. Additional changes were made.

*Ms. Sturgill moved, seconded by Ms. Murr to approve the proposed Election Rules for thirty day comment period as amended. Mr. Moore and Mr. Evans opposed.*

**Nomination/Election Timeline**

The Board reviewed the Annual Meeting timeline. No changes were suggested at this time.

**Annual Meeting Date**

Management was directed to inquire with The Club regarding the availability of the Private and Tournament clubhouses for this date.

*Ms. Sturgill moved, Ms. Murr seconded to approve the annual meeting date of April 23, 2015. Motion carried unanimously.*

**Recordation of Board Meetings**

The Board discussed the recordation of Board meetings. Management was directed to draft a policy for the recordation of Board meetings to be presented at the next meeting. The Board requested that Mr. Moore provide a copy of the Res I recordation policy as a general guideline.

**Signature Development**

**Access Lots**

The Board reviewed the letter submitted by the Fairways Association concerning the access lots in the Signature development. Ms. Fischer summarized the details of the request and answered questions posed by the Board.

*Mr. Evans moved, seconded by Mr. Roehrkas to approve the concepts presented by the Fairways Association. Motion carried unanimously.*

**Entrance Modification**

Ms. Sturgill presented the modified plans to the entrance at the Signature development. The main entrance originally had three tiers and that has now been reduced to two. Additionally, the gatehouse did not have plant material and they have now incorporated plant material around the gate and gatehouse.

*Ms. Murr moved, seconded by Mr. Evans accepting the changes to the entrance plans as presented.  
Motion carried unanimously.*

**Updated Collection Policy**

The Board reviewed the updated Collection Policy.

*Ms. Sturgill moved, seconded by Mr. Cox to approve the updated Collection Policy as submitted.  
Motion carried unanimously.*

**CORRESPONDENCE:**

The board reviewed correspondence.

**NEXT MEETING DATE:**

The next scheduled Board meeting will be held January 8, 2015, at the Residential I Association office.

**ADJOURNMENT:**

With no further business to be brought before the Board, the meeting adjourned at 4:15 P.M.

**Respectfully submitted,**

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

**Date**