

**PGA WEST Master Association
BOARD OF DIRECTORS MEETING
November 6, 2014
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday November 6, 2014, at 1:00 P.M. at Embassy Suites La Quinta, 50777 Santa Rosa Plaza, La Quinta, CA 92253. A quorum of the members were present.

<u>MEMBERS PRESENT:</u>	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, Robert Pantanella and Cassie Gertz representing The Management Trust. Lynn Gilliam arrived at 3:30 P.M.

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 Conduct and a Conflict of Interest policy in place and reminded homeowners of the Open Forum guidelines.

COMMUNITY SERVICES REPORT:

Incident Reports

Mr. Pantanella submitted the incident report for October, 2014. It was reviewed and discussed by the Board. Mr. Pantanella discussed the theft of a vehicle due to keys left inside the vehicle while the vehicle was unlocked in a driveway. Mr. Pantanella stated that homeowners should continue to call in any suspicious activity. Ms. Sturgill recommended posting the incident report to the website so homeowners are aware of incidents that take place within the community.

Homeowner Correspondence

Mr. Evans summarized the concern received from a homeowner regarding community services. Mr. Pantanella stated that patrol routinely picks up newspapers and addresses irrigation issues that can be viewed from the street.

Feral Dog Traps

The Community Services Committee researched the collapsible feral dog trap and made a recommendation for purchase to the Board. After discussion, management was directed to check with DSS regarding the liability and/or insurance coverage for their employees pertaining to the trapping of a feral dog. Additionally, management will research the cost for an outside company to provide this service.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the October 2, 2014 Board Meeting.

Ms. Murr moved, Mr. Evans seconded to approve the October 2, 2014 Board meeting minutes as amended. Motion carried unanimously.

The Board met in Executive Session on November 6, 2014, at 11:00 A.M. for the discussion of legal issues, contracts and homeowner appeals.

FINANCIAL REPORT:

Mr. Roehrkasse presented the financial report for September 2014. Mr. Roehrkasse reported on the current financial position as of September 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. Management was directed to send the full financial report to the Board electronically on a quarterly basis.

MANAGEMENT REPORT:

Ms. Cassie Gertz presented her management report regarding various topics such as: meeting location research, the Master Association meet and greet event, the repair to the Greg Norman gatehouse closet, and the overhang repairs at Stadium and Palmer.

The Board directed management to arrange for the next Master Association Board meeting to be held at the Residential Association office on December 4.

Ms. Jodi Fischer discussed the Board training and informed the Board that The Management Trust is willing to split the cost of the training with the Master Association. Total cost of the training is \$5,000.

Ms. Murr moved, Mr. Evans seconded to move forward with the training at a cost to the Master Association of \$2,500. Management was directed to coordinate the possible dates with all Board members to ensure full attendance. If all seven Board members could not attend, management was directed to cancel the training. (Mr. Roehrkasse and Mr. Moore opposed)

COMMITTEE REPORTS:

COMPLIANCE COMMITTEE

Revised Draft Charter

The Board reviewed the revised charter submitted by Mr. Moore. Management was directed to revise the charter with recommended changes and send to legal counsel to review for compliance with the Fourth Amendment.

Report

Mr. Cox reported that citations for the month of October included 14 total for homeowners, and 11 total for vendors. Mr. Moore asked if patrol is responding to disturbances in Res I. Mr. Pantanella stated that patrol is responding to all disturbances in Res I. Mr. Cox asked if Mr. Pantanella was issuing citations in Res I and Mr. Pantanella confirmed that citations were being issued within Res I.

COMMUNITY SERVICES

Report:

Mr. Bob Brown presented the Community Services Committee report to the Board. Highlights included the Weiskopf entry/gate, transponder policy and procedures review, feral dog trap recommendation and quiet enjoyment. Mr. Evans requested the Community Services Committee develop specific guidelines and a communication plan to the homeowners regarding quiet enjoyment. Additionally, Mr. Moore suggested reviewing the billing cycle and vendor transponder program.

LANDSCAPE & FACILITIES

Hort Tech, Supervisor

The reports from Hort Tech and the supervisor 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 30 days, there has been no change in the trees and all appear healthy at this time. Hort-Tech will continue to monitor.

Landscape/Hardscape Committee

Ms. Sturgill reported that the Landscape Committee is working on several projects including the Greg Norman and Weiskopf gatehouse refurbishments.

Holiday Lighting Proposal

Ms. Sturgill stated the Landscape Committee negotiated a cost per hour for the holiday lighting installation at \$25 per hour not to exceed \$3,000.

Ms. Murr moved, Mr. Roehrkasse seconded to approve the holiday lighting proposal as submitted. Motion carried unanimously.

Signature Marketing Sign

The Board reviewed the Signature marketing sign proposal. It was noted that the temporary location of the sign would be at the construction entrance of the project and the permanent position will be near the main entrance of the Signature.

Mr. Roehrkasse moved, Mr. Evans seconded to approve the Signature marketing sign as presented. Motion carried unanimously.

Vision Statement

Ms. Sturgill presented the Landscape/Hardscape Committee vision statement. The Board accepted the vision statement as written. The vision statement will be posted to the website.

RFP Process Outline

Ms. Fischer presented the RFP process outline.

After discussion, Mr. Roehrkasse moved, Ms. Sturgill seconded to approve the RFP process outline and directed management to begin the process. Motion carried unanimously.

Survey

The Board discussed the survey process outlined in the RFP process outline.

Mountain Lights

Mr. Moore presented a summary of the mountain light refurbishment project. After discussion from the board, the proposal was tabled until the December meeting. The Ad-hoc Mountain Light Committee will meet to discuss the project and prepare a full report for the Board's consideration in December.

COMMUNICATIONS

Report

Ms. Murr presented the communications report to the Board and suggested all committee chairs check the meeting dates posted on the website to ensure the calendar is correct.

Appoint Committee Members

Mr. Evans suggested the Board advertise committee openings in order to give other homeowners the option to volunteer. Ms. Caldwell stated that the Board can implement a call for committee volunteers during the next election in an effort to give other homeowners the option.

Ms. Murr moved, Ms. Sturgill seconded to appoint Carol Jelus and Pat Asay to the Communications Committee. Motion carried unanimously.

Approved Communication Policy

Mr. Evans shared his concerns with the 48 hour heads up portion of the approved communication policy stating that the Board should have a chance to review any emails prior to going out. Mr. Roehrkaske stated that all Board members should have the ability to provide feedback regarding email communications. Ms. Murr agreed that the Board should send in comments within the 48 hour heads up period and requested that the Board respond in a timely manner to allow for possible changes.

Website Policy Section

There was no discussion on this topic.

INSURANCE

Mr. Cox noted there is no report.

GOVERNING DOCUMENTS

Minutes

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

Exhibit A and C to Fourth Amendment

Mr. Cox informed the Board that as part of the last restated document, the City staff was requested to provide information regarding the exhibits and the specific property they describe.

UNFINISHED BUSINESS:

Draft 2015 Budget

Ms. Fischer presented the draft 2015 budget to the Board. Changes were made to legal expense, insurance expense, contract landscape expense, and contract security expense. After lengthy discussion the following motions were made:

Mr. Roehrkaske moved, Mr. Moore seconded to approve the budget as amended with an assessment of \$76.00. 3 in favor, 4 opposed, motion dies. (Mr. Moore, Mr. Roehrkaske and Mr. Evans in favor. Ms. Caldwell, Ms. Sturgill, Ms. Murr and Mr. Cox opposed)

Mr. Cox moved, Ms. Sturgill seconded to approve the budget as amended with an assessment of \$78.00. 4 in favor, 3 opposed, motion passes. (Ms. Caldwell, Ms. Sturgill, Ms. Murr, Mr. Cox in favor. Mr. Moore, Mr. Roehrkaske and Mr. Evans opposed)

Board Member Code of Ethics and Conduct

Ms. Caldwell stated that the Board has agreed to a new code of ethics and conduct.

NEW BUSINESS:

Proposed Greg Norman Maintenance Building

Ms. Caldwell stated that she spoke with Deborah Brill, president of the Fairways Association Board, regarding the proposed maintenance building and they are in agreement with the exception of a few minor items. *The Master Board accepted the plans as submitted provided that the Fairways Association matters are addressed.*

Annual Audit Proposal - 2014

After discussion, Mr. Moore moved, Ms. Sturgill seconded to approve the proposal as submitted by Brabo & Carlsen in the amount of \$5,750. Motion carried unanimously.

Roof Drainage Maintenance Proposal

Management presented the proposal from Williams Roofing to perform bi-annual maintenance on the roof drains at the Palmer, Stadium and Nicklaus gatehouses for a total amount of \$750 per year.

Ms. Sturgill moved, Mr. Evans seconded to approve the proposal as submitted. Motion carried unanimously.

CORRESPONDENCE:

The board reviewed correspondence. Mr. Evans requested that the recordation of meetings be added to the December meeting agenda for consideration. Mr. Roehrkasse requested that Mr. Moore bring the Res I policy on recordation of meetings as a reference.

OPEN FORUM:

Homeowners spoke on various topics. The topics included the website and emails, transponder fees, Norman gatehouse and Norman gate assessment, landscaping on PGA Boulevard, water features and emails.

NEXT MEETING DATE:

The next scheduled Board meeting will be held December 4, 2014, at the Res I office.

ADJOURNMENT:

The Board recessed the meeting at 2:52 P.M. for the presentation and study session for the street improvement plan at the Signature. The Board reconvened the meeting at 3:15 P.M. With no further business to be brought before the Board, the meeting adjourned at 4:50 P.M.

Respectfully submitted,

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

Date