

**PGA WEST Master Association
BOARD OF DIRECTORS MEETING
October 2, 2014
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday October 2, 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.

MEMBERS PRESENT:

Mary Caldwell	President
Jim Cox	Vice President
Penni Sturgill	Director
Dick Moore	Director
Sarah Murr	Director
Mickey Evans	Director

MEMBERS ABSENT: Russ Roehrkasse Secretary/Treasurer

ALSO PRESENT: Jodi Fischer, Robert Pantanella and Cassie Gertz representing The Management Trust. Lynn Gilliam arrived at 1:36 P.M. Jodi Fischer exited at 3:30 P.M.

CALL TO ORDER:

The meeting was called to order by the President, Mary Caldwell, at 1:09 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 Policy.

COMMUNITY SERVICES REPORT:

Incident Reports

Mr. Pantanella submitted the incident report for September, 2014. It was reviewed and discussed by the Board. Mr. Pantanella discussed the theft of an AC condenser and the vendor incident at The Club. Mr. Pantanella stated that they are working on emergency management program for the golf course.

Policies and Procedures

The Board reviewed the policies and procedures provided in the packet.

Feral Dog Traps

Mr. Evans commented on the agenda item stating that he has had his own personal experience with feral dogs entering through the gates. The Community Services Committee is researching the possibility of purchasing collapsible feral dog traps.

Quiet Enjoyment

Mr. Evans stated that some citations are due to quiet enjoyment. He requested the Compliance Committee review the steps regarding noise complaints and the process by which those complaints are handled in an effort to provide clarity to homeowners.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the September 4, 2014 Board Meeting.

Ms. Murr moved, Ms. Sturgill seconded to approve the September 4, 2014 Board meeting minutes as submitted. Motion carried unanimously.

The Board met in Executive Session on October 2, 2014, at 11:00 A.M. for the discussion of legal issues, contracts and homeowner appeals.

FINANCIAL REPORT:

Ms. Fischer presented the financial report for the months of May and August 2014. Ms. Fischer reported on the current financial position as of August 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.

Ms. Fischer presented the draft 2015 budget to the Board. Mr. Moore requested additional time to review the budget. Ms. Caldwell stated that the Board may schedule a special meeting for purposes of reviewing the draft 2015 budget.

MANAGEMENT REPORT:

Ms. Caldwell suggested a new format for future Board meetings which would introduce study sessions following the business items of the meeting. Study sessions would be open to homeowners and would only be for certain topics that may warrant additional discussion and allow for participation.

Ms. Cassie Gertz presented her management report regarding various topics such as: flood damage repairs, meeting location research, tree trimming and the Master Association "Meet Your Board and Manager" event.

Ms. Murr moved, Ms. Sturgill seconded to table the amount for the Meet Your Board and Manager event.

Ms. Jodi Fischer discussed possible options for Board training. There were two instructors considered for the Board training with one option being more affordable at \$2,500 plus travel expense. The Board requested that management continue to research the training options and present additional information to the Board at the November meeting.

COMMITTEE REPORTS:

Committee Code of Ethics

The Board reviewed the document. After discussion the Board made the following motion:

*Mr. Evans moved, Ms. Murr seconded to approve the document as revised to remove the words **and support** from section 7) Act in a Civil and Respectful Manner.*

COMPLIANCE COMMITTEE

Revised Draft Charter

The Board reviewed the revised charter. Mr. Moore submitted written suggestions to the Board for review. The Committee Charter will be placed on the November agenda for additional review.

Report

Mr. Cox reported that the committee meets once a month to review citations. New members were appointed to the Committee: Wayne LeBlang representing Res. I, Al Adams representing Res. II and Keah Shields representing Fairways. Citations for the month of September included 12 total for homeowners, and 13 total for vendors. The Committee will also be reviewing the Master Association Community Rules for possible revisions.

COMMUNITY SERVICES

Appointment of New Member

Ms. Murr moved, Ms. Sturgill seconded appointing Howard Culver of Res. II to the Community Services Committee.

Report:

Mr. Bob Brown presented the Community Services Committee report to the Board. He noted that the name of the Committee is the Community Services Committee and no longer the Gates & Patrol Committee. Additionally, Mr. Brown stated that there are large projects that will require support from the whole community such as the transponder program and disaster planning. Mr. Moore questioned whether the Committee is considering the implementation of the grid system for emergencies. Mr. Pantanella stated that they are still developing the grid system.

LANDSCAPE & FACILITIES

Hort Tech, Supervisor

The reports from Hort Tech and the supervisor were presented to the Board. Ms. Sturgill shared the information regarding the water loss the Master Association is currently experiencing do to overspray. Hort-Tech provided an estimation of water loss on an annual basis to include the low calculation at 10 percent totaling 195,681 gallons, and on the high calculation at 35 percent totaling 684,883 gallons of water per year.

Palm Borer Beetle Update

An additional report on the Borer Beetle was made providing information regarding the estimated number of trees impacted and the treatments that are being done on those particular trees. Mr. Moore, on behalf of Res. I, reported that they do not have any palms infected by the Palm Borers. Al Adams, on behalf of Res. II, reported that they have 300 trees infected.

Landscape Committee

Ms. Sturgill stated the Landscape Committee held a meeting on September 18, 2014 and discussed various items such as vendor safety, CVWD regulations and the Signature wall. Additionally, Ms. Sturgill stated that the Committee is scheduling landscape walks that will be open to homeowners and there will be a sign up sheet on the website.

Greg Norman Entrance Monuments

The Board reviewed the proposal to install new lighting and modify landscape. Cost of \$600 for improvements was approved.

Electrical Outlets- Palm Trees

The Board reviewed the proposal to install or replace a total of 37 outlets.

Ms. Murr moved, Mr. Moore seconded to approve the proposal as submitted.

Plant Replacements-Signature Wall

The Board reviewed the plant replacements for the Signature wall.

Ms. Murr motioned, Ms. Sturgill seconded to approve the proposal as submitted.

Mountain Lights

Mr. Moore presented the report on the replacement of the Mountain Lights. After discussion from the board, the proposal was tabled to a future meeting. Ms. Murr and Mr. Moore will work together to develop information to be included in the next email blast to homeowners.

Survey

Ms. Caldwell requested that the Board table the survey until the November meeting as it was promised to the homeowners present at the September meeting that landscape items would be on the November agenda. The Board agreed to table the survey until November.

COMMUNICATIONS

Report

Ms. Murr reported that the first email notification received a 53 percent open rate in first 22 hours with a very low bounce rate. Ms. Murr presented the text alert system which would be used for emergency notification purposes and is an opt-in system only. This system costs \$500 per year and will be implemented as soon as possible.

Ms. Murr moved, Ms. Sturgill seconded to approve the text alert program at a cost of \$500 per year. Motion passed unanimously.

Website Report

Ms. Murr reported on the progress of the development of the website for the Master Association. It is anticipated that the site will be up and working by mid-October.

INSURANCE

Mr. Cox noted there is no report.

GOVERNING DOCUMENTS

Mr. Cox reported that the Committee agreed to a max limit proposal under \$9,000. The Committee developed a task list that was sent to the attorney along with the request to begin with the CC&Rs followed by the Bylaws. The committee will meet again in mid-October. The Board discussed the Governing Documents restatement.

LEGAL AFFAIRS

Ms. Caldwell noted there is no report.

UNFINISHED BUSINESS:

Signature Update

Ms. Caldwell provided an update on the Signature project, discussing the completion of the hauling of excess dirt from the property, water trucks and street sweeping. Ms. Fischer informed the Board that CalWest requested to repair the cracking in the expansion joints of the wall. CalWest requested the Board delegate authority to the Landscape Committee to approve the repair proposal during the walk-through on October 16, 2014.

Mr. Evans moved, Ms. Sturgill seconded to delegate authority to the Landscape Committee for approval of the wall repair proposal during the walk-through on October 16, 2014.

NEW BUSINESS: NONE

CORRESPONDENCE:

The board reviewed correspondence.

OPEN FORUM:

Homeowners spoke on various topics. The topics included: the location of the meeting, flower beds, landscaping on the median of PGA Boulevard, Meet Your Manager and Board Event, landscape survey, governing documents, and painting of the Palmer gatehouse overhang.

NEXT MEETING DATE:

The next scheduled Board meeting will be held November 6, 2014, at Embassy Suites La Quinta.

ADJOURNMENT:

With no further business to be brought before the Board at this time, the meeting adjourned at 3:52 P.M.

Respectfully submitted,

Mary Caldwell, President

Date

As prepared by The Management Trust