

PGA WEST Master Association
BOARD OF DIRECTORS MEETING
June 3, 2014
MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, June 3, 2014, at 1:00 p.m. at The Management Trust, Monarch Division, 39755 Berkey Dr., Palm Desert, CA. A quorum of the members was present.

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

ALSO PRESENT: Rosie Galla, Jodi Fischer, Lynn Gilliam and Robert Pantanella representing The Management Trust.

CALL TO ORDER:

The meeting was called to order by the President, Mary Caldwell, at 1:50 p.m.

Ms. Fischer noted the Inspector of Election, Mr. David Peters, extended the CC&R amendment ballot vote for sixty (60) days to August 5, 2014.

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.

GATE AND PATROL SERVICES REPORT:

Mr. Pantanella submitted the incident report for the month of May 2014. It was reviewed and discussed by the Board.

Mr. Pantanella noted all real estate agents are required to register and complete a conduct agreement.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the May 6, 2014 Reconvened Annual Meeting, the May 6, 2014 Organizational Meeting and the May 6, 2014 Board Meeting.

Mr. Roehrkasse moved, Ms. Sturgill seconded to accept the May 6, 2014 Reconvened Annual meeting minutes and approve the May 6, 2014 Organizational and Board meeting minutes as presented. Motion carried unanimously.

The Board met in Executive Session June 3, 2014, at 12:30 p.m. for the discussion of legal issues, contracts and a homeowner appeal.

FINANCIAL REPORT:

Mr. Roehrkaase presented the financial report for the month of April 2014.

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

MANAGEMENT REPORT:

The Board reviewed the action list prepared by management.

COMMITTEE REPORTS:

COMPLIANCE COMMITTEE

Mr. Cox gave a brief update on the violations.

No action was taken on a revised charter.

COMMUNITY SERVICES

Mr. Brown reported on the additional signs for the community. Management was requested to check on the status of the delivery date.

Ms. Sturgill moved, Mr. Evans seconded to ratify the approval of the additional signs in the amount of \$2,250. Motion carried unanimously.

No action was taken on the revised charter.

LANDSCAPE & FACILITIES

Revised Charter

Ms. Sturgill presented the revised combination charter. It was recommended the Board of Directors, not the President, shall appoint the committee chair.

Ms. Murr moved, Ms. Sturgill seconded to approve the charter as corrected. Motion carried.

Committee Membership

Ms. Sturgill recommended the following members for landscape: Carol Gile and Debra Brill. Walt Lloyd, Andy Olsen and Dick Moore were recommended for the facilities subcommittee.

Ms. Sturgill moved, Ms. Murr seconded to approve the members as presented. Motion carried unanimously.

Palm Tree Trimming Proposal

The Board reviewed the palm tree trimming proposal presented by Reliable Tree Care in the amount of \$28,260.

Ms. Sturgill moved, Mr. Evans seconded to approve the palm tree trimming proposal as presented. Motion carried unanimously.

Median Proposal

Ms. Sturgill presented an overview of a preliminary median proposal and potential costs. No action was taken.

Norman Guardhouse

Ms. Sturgill recommended that at this time only the portico should be painted and the balance of the painting and lighting request will be reviewed in the fall. Both vendors will need to provide clarification on their bids.

COMMUNICATIONS

Ms. Murr presented the charter for the committee. It was recommended the Board of Directors, not the President, shall appoint the committee chair.

Mr. Roehrkasse moved, Mr. Cox seconded to approve the charter as revised. Motion carried. Mr. Moore abstained.

Committee Membership

Ms. Murr recommended the following members: Carol Jelus, Gary Lesser and Jim Wisener.

Ms. Murr moved, Mr. Evans seconded to approve the members as presented. Motion carried unanimously.

Website Report

Ms. Murr noted the pages are being built.

Long Term Plan

Ms. Murr noted no input was received for long term plan so it is deemed approved.

INSURANCE

Mr. Cox noted there is no report

GOVERNING DOCUMENTS

Mr. Cox presented the revised charter. Discussion ensued regarding several changes, specifically that the three (3) homeowner members should be a recommendation from each of the associations.

Mr. Moore moved, Mr. Roehrkasse seconded to approve the charter as amended. Motion carried unanimously.

Committee Membership

Mr. Cox recommended the following members: Mr. Steve Weiss, Mr. Wayne LeBlang, Ms. Deborah Brill and Sarah Murr as the Board member.

Upon a motion made and seconded to approve the committee membership as presented and following discussion, the motion passed with Mr. Moore and Mr. Evans opposed.

LEGAL AFFAIRS

Ms. Caldwell presented the revised charter. Discussion ensued regarding changes; minutes on Tier 2 issues will be kept and provided to the Board of Directors at the next Executive Session of the Board of Directors.

It was noted all legal bills are being monitored prior to payment.

Mr. Cox moved, Ms. Sturgill seconded to approve the charter as amended; spending authority will be as dictated by the Board of Directors. Motion carried. Mr. Moore opposed.

PERSONNEL COMMITTEE

Ms. Caldwell presented the revised charter.

Ms. Murr moved, Mr. Cox seconded to approve the charter as presented. Motion carried. Mr. Moore opposed.

Committee Appointments

Ms. Caldwell recommended the following members: Ms. Murr, Mr. Cox and Ms. Caldwell.

Ms. Sturgill moved, Mr. Cox seconded to approve the membership as presented. Motion carried. Mr. Moore and Mr. Evans abstained.

UNFINISHED BUSINESS:

CVWD Easement

Ms. Fischer noted there no change in the status.

NEW BUSINESS:

Gifts for Outgoing Directors

Ms. Caldwell noted it has been traditional that outgoing Directors, in this case Mr. Hayes and Mr. Wiley, are presented with \$200 restaurant gift certificates.

Ms. Sturgill moved, Mr. Cox seconded to approve \$200 each for Mr. Hayes and Mr. Wiley. Motion carried unanimously.

Reserve Study Proposal

The Board reviewed the reserve study proposal presented by SCT Reserve Consultants in the amount of \$1,850 for an on-site update study.

Mr. Cox moved, Ms. Sturgill seconded approve the proposal as presented. Motion carried unanimously.

The Management Trust Directors Seminar

Ms. Caldwell noted the recent seminar hosted by The Management Trust was excellent and well worth attending. She noted the some of the recommendations made were Board member training, establishment of Code of Conduct, avoidance of Board of Director email discussions and use of Association-based email addresses.

Board Meeting Dates 2014 - 2015

Ms. Caldwell noted the Club renovations will not allow board meetings to be held in the Ryder Cup Room until at least February. Holding meetings at the Tournament Clubhouse is cost prohibitive. The following meeting dates were set to be held the first Thursday of each month and will be held at The Management Trust, Monarch Division, 39755 Berkey Dr., Palm Desert. The Executive Session will commence at 12:30 p.m. and the board meeting will begin at 1:00 p.m.

2014:	September	4 th	October	2 nd
	November	6 th	December	4 th
2015:	January	8 th	February	5 th
	Location to be determined:			
	March	5 th	April	2 nd
	May	7 th	June	4 th

CORRESPONDENCE: None

OPEN FORUM:

Homeowners spoke on various topics. They included: the Weiskopf gate quote; the dated appearance of the Blvd.; 30 to 40 owners are opposed to the planned palm tree removal in the center medians of the Blvd., the monies should be spent on the front entrance and the mailbox removal from the Blvd.; management was requested to go back to the Post Office as request the box be re-installed in front of the Palmer Gate.

NEXT MEETING DATE:

The next scheduled Board meeting will be held September 4, 2014, at The Management Trust, Monarch Division, 39755 Berkey Dr., Palm Desert, CA

ADJOURNMENT:

With no further business to be brought before the Board at this time, the meeting adjourned at 4:25 p.m.

Respectfully submitted,

Russ Roehrkasse, Secretary/Treasurer

As prepared by The Management Trust

Date