

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

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, May 6, 2014, at 1:00 p.m. in the Ryder Cup Room at the Private Clubhouse. A quorum of the members was present.

<b><u>MEMBERS PRESENT:</u></b>	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 1:15 p.m.

**POLICY STATEMENTS**

Ms. Caldwell welcomed new board members Penni Sturgill, Sarah Murr and Russ Roehrkasse.

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 April 2014. It was reviewed and discussed by the Board.

Mr. Pantanella noted he plans to bring on extra help next year to answer the phones in the month of April, during the music festivals.

Mr. Pantanella reported on the recently installed cameras. He noted the audio portion of the DVR no longer works. A bid to repair and update the system with the current vendor is \$1,746. This would allow data storage of 90 days with a one year warranty.

*Mr. Roehrkasse moved, Mr. Moore seconded to approve the DVR expense as stated. Motion carried unanimously.*

Mr. Pantanella reported on the recent re-stripping at the Legends Gate along with new windows that were installed in the guardhouse doors.

Mr. Pantanella also reported on the Emergency Management Response meeting he recently attended at the Club

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the April 1, 2014 Special Board meeting and the April 1, 2014 Board meeting and the April 15, 2014 Special Board meeting. The following correction was noted for the April 1<sup>st</sup> Board meeting minutes: the word “behavior” is to be deleted under the Executive Session notation. The following correction was noted for the April 15<sup>th</sup> Special Board meeting minutes: the year should read 2012 and 2013.

*Mr. Moore moved, Mr. Evans seconded to approve the April 1, 2014 Special meeting minutes as presented. Motion carried unanimously.*

*Mr. Moore moved, Mr. Evans seconded to approve the April 1 2014 Board meeting minutes as corrected. Motion carried unanimously.*

*Mr. Moore moved, Mr. Cox seconded to approve the April 15,, 2014 minutes as corrected. Motion carried.*

The Board met in Executive Session May 6, 2014, at 12:30 p.m. for the discussion of legal issues, contracts and delinquencies.

**FINANCIAL REPORT:**

Ms. Fischer presented the financial report for the month of March 2014.

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

**MANAGEMENT REPORT:**

The Board reviewed the action list prepared by management.

**COMMITTEE ASSIGNMENTS**

Ms. Caldwell made the following Committee recommendations:

**Compliance:** Mr. Cox to serve as Chair, Mary Caldwell and Russ Roehrkasse will serve on the committee with Mr. Cox.

*Mr. Moore moved, Ms. Sturgill seconded to approve the Compliance Committee members as presented. Motion carried unanimously.*

**Community Services:** Mr. Cox to serve as liaison. Ms. Caldwell recommended revising the charter, reducing the number of meetings and a more active involvement on the part of the HOA managers.

*Ms. Murr moved, Ms. Sturgill seconded to approve the Community Services liaison as presented. Motion carried unanimously.*

**Legal Affairs:** Ms. Caldwell recommended only the officers serve on the committee and the charter be reviewed. Mr. Moore suggested there is no need for this committee as the Res 1 issue has been effectively resolved. He suggested all future issues be brought to the entire Board.

*Ms. Sturgill moved, Mr. Evans seconded to approve the committee appointments as recommended. Motion carried unanimously.*

**Landscape:** Ms. Caldwell recommended Ms. Sturgill as the Chair and that the facilities committee be combined with the landscape committee. A new charter will be needed.

*Mr. Evans moved, Mr. Cox seconded to approve the recommendation as presented. Motion carried unanimously.*

**Governing Documents:** Ms. Caldwell recommended Mr. Cox as Chair. The charter should be reviewed and revised if needed.

*Mr. Roehrkasse moved, Mr. Evans seconded to approve the recommendation as presented. Motion carried unanimously.*

**Insurance:** Mr. Cox will remain as the Chair.

**Communication:** Ms. Caldwell recommended Ms. Murr be the Chair.

**COMMITTEE REPORTS:**  
**COMPLIANCE COMMITTEE**

Ms. Caldwell gave a brief update on the violations.

**LANDSCAPE:**

Ms. Sturgill presented the Signature landscape plan, which has been reviewed by the Landscape Committee with recommendations. It was requested a color rendering be presented. Ms. Fischer will request this from the developer. The Developer has requested an approval letter for the landscape plan.

*Ms. Sturgill moved, Mr. Cox seconded to approve the Signature Landscape plan, subject to the color rendering and the Committee recommendation for changes in the plant material. Motion carried unanimously.*

### **Median Proposal**

Ms. Sturgill proposed the 2<sup>nd</sup> median on PGA Boulevard for renovation as it is the largest median, representing 38,000 square feet. The 1<sup>st</sup> and 6<sup>th</sup> medians are excluded from the proposal as the first one would be done with the entrance renovation and the 6<sup>th</sup> will be done by the Signature. A color rendering was requested.

*Mr. Moore moved, Mr. Evans seconded to approve an amount not to exceed \$6,000 for a color rendering. Motion carried unanimously.*

### **FACILITIES**

Mr. Moore noted the committee would like to install two more test lights along the mountains in the amount of \$6,000.

*Mr. Roehrkasse moved, Mr. Evans seconded to approve \$6,000 for the installation of two additional mountain test lights. Motion carried unanimously.*

### **Weiskopf Guardhouse Mold Remediation**

The Board reviewed the proposals from Flood Response and Young Construction for the total amount of \$2,969.23 for the mold remediation and reconstruction due to a leaking air conditioner unit.

*Mr. Moore moved, Ms. Caldwell seconded to approve the proposals as presented. Motion carried unanimously.*

### **Norman Guardhouse**

Mr. Moore presented an overview of the request to renovate the Norman Guardhouse. The request is to replace some of the old tree light fixtures, insuring they have GFI's installed and replacing the outdated guardhouse light fixtures. The request also includes painting the guardhouse and trim.

Ms. Sturgill volunteered to meet on site to review the details of the request.

### **LEGAL AFFAIRS**

Mr. Cox noted there is no report

### **INSURANCE**

Mr. Cox noted there is no report

**GOVERNING DOCUMENTS**

Mr. Cox noted there is no report

**COMMUNICATIONS**

Ms. Caldwell reviewed the long term plan.

**COMMUNITY SERVICES**

This was previously discussed.

**UNFINISHED BUSINESS:**

**CVWD Easement**

Ms. Fischer noted there has been a change in management in The Residence Club, which likely will prolong the resolution.

**NEW BUSINESS:**

**Signature Storm Drain Easement**

The Board reviewed the Signature Storm Drain easement. Mr. Cox noted the insurance requirements need to be amended, which he would be happy to do and return the information to legal counsel for inclusion.

*Mr. Moore moved, Mr. Roehrkaase seconded to approve the easement with the insurance amendments. Motion carried unanimously.*

**Signature Striping Approval**

The Signature has re-striped the portion of the PGA Blvd from the Private Clubhouse to the Tournament Clubhouse in accordance with approved plans which widened the golf cart path along the boulevard per the traffic study. They are requesting a letter acknowledging all work was done in accordance with the plans.

*Ms. Sturgill moved, Mr. Cox seconded to approve the request. Motion carried unanimously. Management was requested to draft the letter for Ms. Caldwell.*

**Review and Analysis of Norman Master Dues**

The Master dues for the Norman Gate are based on the density of homes, in accordance with the CC&Rs. Ms. Fischer recommended the Board provide guidance to the Governing Documents Committee to look at an amendment.

**The Management Trust Directors Seminar**

Ms. Caldwell noted the recent seminar hosted by The Management Trust was excellent and those in attendance will provide more input in June.

**CORRESPONDENCE:** None

**OPEN FORUM:**

Homeowners spoke on various topics. They included: the Norman Gatehouse update proposal to be reviewed, the Norman Gatehouse not being in keeping with the community; who is on the joint task force looking at emergency response procedures within the community which was formed by the Club; the vendor transponder fees being passed on to homeowners and whether the natural life of the palms in the medians was taken into consideration when planning for the renovations.

**NEXT MEETING DATE:**

The next scheduled Board meeting will be held June 3, 2014, at 1:00 p.m. at the Private Club, Ryder Cup Room, La Quinta, CA.

**ADJOURNMENT:**

With no further business to be brought before the Board at this time, the meeting adjourned at 4:10 p.m.

**Respectfully submitted,**

**Russ Roehrkasse, Secretary/Treasurer**

As prepared by The Management Trust

**Date**