

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

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, February 4, 2014, at 1:00 p.m. at the Ryder Cup Room at the Private Clubhouse. A quorum of the members was present. A quorum of the members was present.

<b><u>MEMBERS PRESENT:</u></b>	Richard Hayes	President
	Jim Cox	Vice President
	Linn Wiley	Secretary/Treasurer
	Mary Caldwell	Director
	Dick Moore	Director
	Russell Roehrkasse	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, Richard Hayes, at 1:15 p.m.

**GATE AND PATROL SERVICES REPORT:**

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

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the January 14, 2014 Board meeting. The following correction was noted on page 3 under Proxy, Voting Rules and Election Process. The mailing date was incorrectly stated as February 20, 2014. The correct date is January 20, 2014.

*Mr. Roehrkasse moved, Ms. Caldwell seconded to approve the January 14, 2014 minutes as corrected. Motion passed. Mr. Evans abstained.*

The Board met in Executive Session on February 4, 2014 at 12:30 pm for the discussion of legal issues, contracts and delinquencies.

The Board met in Executive Session on January 14, 2014 for the discussion of contracts and delinquencies.

**FINANCIAL REPORT:**

Mr. Wiley presented the financial report for the month of December 2013.

Management was requested to reconcile the refund of overpaid legal expenses that was received from Guralnick & Gilliland to ensure the amount of the refund was correct.

*Mr. Roehrkasse 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**

Ms. Caldwell gave a brief update on the violations.

Ms. Fischer noted the appeals in the packet were in error and have been tabled.

**LANDSCAPE:**

Ms. Penni Sturgill provided the reports from Mr. Zepeda and Hort Tech.

Ms. Sturgill noted the committee is evaluating trees that need to be removed as well as identifying areas needing enhancement. She stated the first phase of the median re-design has commenced.

Ms. Sturgill provided an update on the Signature project. She noted two electrical vaults and a water controller have been identified that belong to the Master Association. Until the items can be moved, grading, which will commence in March, will be done around them.

Restriping of the Signature golf cart path will begin the last week in February.

Ms. Sturgill noted that she, Hort Tech and RGA, the landscape architects, have completed the punchlist for the Signature project. It will be forwarded to the Board.

**Res I Tree Removal Request**

Discussion ensued regarding the request for the removal of the ficus trees on the interior of the west perimeter wall between the Palmer gate and the Private Club. Arborist evaluations indicated it is likely the tree roots are damaging the perimeter wall. Mr. Moore stated the cracks will be repaired this month, and the trees will be trimmed and assessed.

**Fairways Tree Removal**

Ms. Brill, President of Fairways, stated the tree in question will be removed within 30 days.

**Developer Landscape Liaison**

Mr. Hayes noted the Board of Directors has appointed Ms. Penni Sturgill as the developer landscape liaison.

**FACILITIES**

Mr. Moore introduced Andy Olsen. Mr. Olsen made a very detailed presentation on the mountain lights and possible options.

*Mr. Moore moved, Ms. Caldwell seconded to approve the expenditure of \$3,000 to purchase one light and base for a test and to clean all existing lights. Motion carried unanimously.*

**Exterior Cleaning of Guardhouse Proposal**

The Board reviewed the proposal presented by Lounge Bright for the exterior cleaning of the six (6) guardhouses on a monthly basis in the amount of \$300.

*Mr. Roehrkaske moved, Mr. Wiley seconded to approve the proposal as presented. Motion carried unanimously.*

**LEGAL AFFAIRS**

Mr. Cox reported on the recent Small Claims action. The action dealt with a vendor transponder issue. The Association prevailed.

The Code of Conduct policy was postponed.

**Legal Counsel Proposed Language for Inspection of Records**

The Board reviewed the resolution prepared by Dave Peters, attorney, regarding the inspection of records. Discussion ensued.

*Mr. Wiley moved, Mr. Roehrkaske seconded to approve the resolution as presented. Motion passed. Mr. Moore and Mr. Evans opposed.*

**Approval of Amendment to CC&Rs**

Ms. Caldwell reported on the progress that has been made to resolve the conflict between Res I and the Maser Association. Both representatives from Res I and the Master Association agreed that an amendment to the Master Association CC&Rs and a resolution drafted by Dave Peters, attorney, would bring closure to the issue. Discussion ensued.

*Mr. Wiley moved, Mr. Cox seconded to approve the CC&R amendment to be mailed out for membership approval. Motion passed. Mr. Moore recused himself.*

### **INSURANCE**

Mr. Cox reported association insurance renewal applications have been requested.

### **GOVERNING DOCUMENTS**

Mr. Hayes noted no meetings had been held.

The Board received proposals from Peters & Freedman and Roseman & Associates to restate the governing documents. Requests to Guralnick & Gilliland and Adams Kessler did not receive responses. Epsten Grinnell & Howell declined to provide a proposal.

Management was requested to provide the Governing Documents Committee with the proposals received in order for them to review the proposals and make a decision regarding which firm to engage for the project.

### **COMMUNICATIONS**

Ms. Caldwell reported Gary Lesser is meeting with website vendors in order to present a proposal to the Board at the next meeting.

### **COMMUNITY SERVICES**

Bob Brown reported on the last meeting.

Walt Lloyd provided an overview of a proposal to relocate the Legends gate in order to improve safety and security. The projected cost is \$38,350. Discussion ensued. Ms. Fischer suggested a traffic study be conducted to determine the feasibility of the project.

*Mr. Roehrkasse moved, Ms. Caldwell seconded to approve \$1,500 for a traffic study. Motion carried unanimously.*

Mr. Pantanella presented a request for the installation of exit cameras at the six (6) manned gates in the amount of \$15,468 from Mercer's Low Voltage. Previous proposals provided by Universal Protection totaled approximately \$30,000. The cameras will increase the present security.

*Mr. Moore moved, Mr. Evans seconded to approve the proposal as presented. Motion carried unanimously.*

**UNFINISHED BUSINESS:**

**CVWD Easement**

Fairways Board President, Deborah Brill reported the Residence Club did not extend an invitation to Fairways to attend their meeting.

**NEW BUSINESS:**

**Management Contract**

Mr. Hayes noted that a request for proposal for association management had been requested and was being prepared. The Board of Directors approved an updated management contract with The Management Trust, Monarch Group Division in executive session.

**CORRESPONDENCE:** None

**OPEN FORUM:**

Homeowners spoke on various topics. They included: the landscape project, how emergency vehicles enter unmanned gates, and the possibility of a contest to obtain the necessary votes to pass the proposed CC&R amendment.

**NEXT MEETING DATE:**

The next scheduled Board meeting will be held March 4, 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 4:55 p.m.

**Respectfully submitted,**

**Linn Wiley, Secretary/Treasurer**

As prepared by The Management Trust

**Date**