

**PGA WEST Master Association
BOARD OF DIRECTORS MEETING
October 8, 2013
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, October 8, 2013, at 1:00 p.m. at The Ryder Cup room at the Private Clubhouse. A quorum of the members was present.

MEMBERS PRESENT:

Richard Hayes	President
Linn Wiley	Secretary/Treasurer
Jim Cox	Director
Mary Caldwell	Director
Mickey Evans	Director
Dick Moore	Director

MEMBERS ABSENT: Russell Roehrkasse

ALSO PRESENT: Rosie Galla, Jodi Fischer, John Handel, Lynn Gilliam and Robert Pantanella representing The Management Trust and Officer Jimenez

CALL TO ORDER:

The meeting was called to order by the President Richard Hayes at 1:00 p.m.

OPEN FORUM:

Homeowners spoke on various topics: landscape on PGA Boulevard and the lack of a favorable impression at the entrance of Avenue 54 and PGA Boulevard; addressing the discrepancy and resolution with Residential 1; supplemental board packets being made available to homeowners; questions as to how many board members have reviewed the Management and Legal counsel contracts; redline versions of governing documents should be available to all members; proxies, the Board should provide guidance for the use of proxies; this will be referred to the Legal Affairs Committee.

Todd Keefer, General Manager of the Club noted that over seeding was currently taking place, and he mentioned that the recent tournament had very good participation.

GATE AND PATROL SERVICES REPORT:

Mr. Pantanella thanked the Mayor of La Quinta and former Board members for attending the meeting as he presented a Certificate of Appreciation to Officer Jimenez for his past service to the PGA Community.

Mr. Pantanella submitted the incident report for the month of September 2013 which was reviewed and discussed by the Board. He reported on a particular recent incident that involved stealing a golf cart, car and wallet. The person was later arrested for armed robbery in Indio. He noted that Security's roll is to observe and report; he further noted that PGA Security personnel have no authority involving golf course incidents, golf course security must be notified.

Request for Re-Consideration for Reimbursement

The Board of Directors reviewed a request for re-consideration for reimbursement of a plant in the amount of \$375. The request is related to an incident that occurred in February 2013.

Mr. Moore moved, Mr. Evans seconded, to approve the reimbursement of \$375 to the homeowner. Motion failed, Mr. Hayes, Mr. Cox, Mr. Wiley and Ms. Caldwell voted no.

Request for Reimbursement

The Board of Directors reviewed a request for reimbursement of vehicle damage caused by the gate closing on the vehicle in the amount of \$666.14. Management was requested to process the request. It was noted Mr. Cox has authority up to \$1,000 for such requests.

Analysis of Security RFP

Mr. Pantanella recommended removal of Allied Barton from the vendor pool and proceed with scheduling interviews with the remaining vendors as soon as possible. The interviews will be coordinated with Management.

RV Agreement

This item will be discussed under Community Rules.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the September 10, 2013 Board meeting. Several corrections were noted. Mr. Evans noted under Legal Affairs he asked "have any minutes ever been taken for any Legal Affairs Committee meeting". It was noted Barbara Larsh did not represent KSL at the last meeting, relative to the Monterra project. Mr. Moore noted under Governing Documents, Appointments, the last sentence should read: . . ."as to why the HOA recommendations were not accepted and the individual not recommended, by the HOA was appointed". Under Community Services Mr. Moore noted the HOA managers are to be part of the committee.

Ms. Caldwell moved, Mr. Wiley seconded, to approve the minutes as corrected. Motion passed unanimously.

The Board met in Executive Session on September 10, 2013 for the discussion of contract matters and delinquencies.

FINANCIAL REPORT:

The Board of Directors reviewed the financial report for August 31, 2013. Mr. Wiley presented the financial report for the month of August 2013. Retained earnings of \$232,469 represents 12% of the total assets and 10% of the total budgeted expenses for 2013. Year to date, the association has a favorable variance of \$125,122.

Mr. Cox moved, Ms. Caldwell 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.

A discussion of the revised Community Rules and Regulations took place. Ms. Fischer noted the correction of Fines and *Special Assessments* in two sections.

Ms. Caldwell noted the RV Rules for Residential I could be accommodated by changing the RV Notice.

Mr. Wiley moved, Ms. Caldwell seconded to approve the revised Rules and Regulations with the corrections as noted. Motion carried; Mr. Evans abstained.

Mr. Moore moved, Mr. Evans seconded to strike the introductory reference to private roads from the Rules. Motion failed, Mr. Hayes, Mr. Wiley, Mr. Cox and Ms. Caldwell voted no.

LANDSCAPE:

Ms. Deborah Brill provided the report. She noted the rock box proposal to clean up the rock boxes at each of the large ground lights on the Boulevard was not included on the agenda. The Landscape committee requested \$3,310 to clean up the rock boxes with the expense to be partially operational as well as reserves. The committee is developing a top ten project list.

Mr. Wiley moved, Ms. Caldwell seconded to approve the expense of \$3,310 for the rock boxes. Motion carried unanimously.

Ms. Brill also noted the Hort Tech landscape report would be posted on the website. She requested that the current tree count be included in the reserve study in the future. She also indicated in order to mirror the Signature wall landscape on the opposite street side would likely cost approximately \$100,000 and should be added to the reserve study.

Mr. Zepeda provided a brief overview of the current work. Tree trimming, with the exception of the carob trees on the Boulevard has been completed, as has the turf renovation.

Mr. Cox inquired when the current Motorola irrigation system was installed and if perhaps anything better was available in the market. There are newer systems available. However, with this system, Mr. Zepeda can monitor the current system from his computer around the clock and the current landscape vendor has trained their irrigator as a backup person.

FACILITIES

Palmer Guardhouse Roofing Proposals

The Board reviewed the roofing proposals presented by Williams Roofing in the amount of \$14,175 for a built up roof and \$18,000 for a foam roof and \$17,200 from Western Pacific Roofing for a foam roof. Western Pacific declined to bid on a built up roof, the construction of the walls and narrow decks make it too dangerous to apply hot asphalt.

Mr. Wiley moved, Mr. Cox seconded to approve the Williams Roofing foam proposal in the amount of \$17,200. Motion carried unanimously.

Security Camera Cleaning Proposal

The Board reviewed a camera cleaning proposal from Monarch Maintenance in the amount of \$530 for a bi monthly cleaning or \$300 monthly in conjunction with the current cobweb abatement contract. The proposal includes 17 cameras at the manned gates. Management was requested to obtain a revised proposal to include all cameras at all gates.

Electrical Vault Repairs

The Board reviewed a proposal from Monarch Maintenance in the amount of \$1,800 to repair the retaining walls at each of the four (4) electrical vaults on PGA Boulevard.

Ms. Caldwell moved; Mr. Evans seconded to approve the proposal as presented. Motion carried unanimously.

Updated Pest Control Contract

The Board reviewed the updated pest control contract from Powerful Pest. There are no changes to the amount of the contract or frequency in service. Management was requested to have the Master Association added as an additional insured to the vendor's insurance.

Mr. Cox moved, Ms. Caldwell seconded to approve the updated pest control contract with the addition of the Association being an additional insured. Motion carried unanimously.

LEGAL AFFAIRS

Mr. Hayes reported the Signature Development Agreement issues: the level of the assessment; the golf cart path may require an easement as it ends in the Tournament

Club parking lot and the \$100,000 deposit is firm and will not be co-mingled with the wall deposit.

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Relative to the CVWD Easement, Mr. Hayes noted that Mr. Rembold is requesting an easement at Airport area if the Residence Club easement is abandoned.

Management was requested to place the Development Agreement along with the security contract on the November agenda.

Monterra Project: Mr. Hayes reported on the discussions with legal counsel. The proposal is to handle the project in the same manner as the Signature project. The attorneys need to work out the easement or annexation issue.

INSURANCE

Mr. Cox noted the Signature Development Agreement has insurance changes.

GOVERNING DOCUMENTS

Mr. Hayes noted the meeting of the Governing Documents Committee is tomorrow, October 10, 2013 at 2:00 p.m. The committee will start by reviewing the restated Bylaws.

COMMUNICATION

Ms. Caldwell noted the October newsletter has gone out and is posted on the website.

UNFINISHED BUSINESS:

CVWD Easement

Fairways HOA manager, Jerry McDonald, stated Wayne Rembold had to leave. Mr. Rembold requested that it be noted he is meeting with CVWD, regarding the easement and Verizon has the ball in their court. The issue should be resolved in a couple of weeks.

Draft 2014 Budget

Ms. Fischer noted the main changes are in the Gates category. The Budget will be on the November agenda for approval.

Signature Development Agreement

This item was discussed under Legal Affairs.

NEW BUSINESS:

2013 Audit Proposal

The Board reviewed the 2013 Audit proposal as submitted by Brabo & Carlsen in the amount of \$5,500 which is in the budget.

Mr. Moore moved, Mr. Cox seconded to approve the 2013 audit proposal as presented. Motion carried unanimously.

Monterra Development Agreement/Easement

This item was discussed under Legal Affairs.

The question was asked if the Governing Documents Committee meeting was an open meeting, as owners have a right to be there and observe.

Mr. Moore brought up the subject of recording meetings; there has not been time to deal with the subject. Management was requested to place this on the November agenda

CORRESPONDENCE: None

NEXT MEETING DATE:

The next scheduled Board meeting will be held November 5, 2013, at The Private Club at PGA WEST at 1:00 p.m.

ADJOURNMENT:

With no further business to be brought before the Board at this time, the Board adjourned to Executive Session to discuss delinquencies and a legal issue. The Board returned from Executive Session at 4:40 p.m. and adjourned.

Respectfully submitted,

Linn Wiley, Secretary/Treasurer
As prepared by The Management Trust

Date