

**PGA WEST Master Association
BOARD OF DIRECTORS MEETING
June 4, 2013
MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, June 4, 2013, at 1:00 p.m. at The Ryder Cup room at the Private Clubhouse. A quorum of members was present and business was conducted as contained herein.

MEMBERS PRESENT:

Richard Hayes	President
Steve Hastings	Vice President
Linn Wiley	Sec/Treasurer
Jim Cox	Director
Mary Caldwell	Director
Mickey Evans	Director
Dick Moore	Director

MEMBERS ABSENT: None

ALSO PRESENT: Donna Marinaccio, Jodi Fischer, Robert Pantanella and John Handel representing The Management Trust. Lee Weigel representing Guardsmark.

CALL TO ORDER:

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

OPEN FORUM:

Three homeowners spoke regarding the following topics: an appeal for a citation, the color of gate arms within the community and the legality of recording board meetings.

Mr. Steven Ford, representative of The Signature, presented plans to the Board which depicted the proposed golf cart path through the development as well as the addition of a golf cart lane to PGA Blvd. Mr. Ford indicated that retaining the current golf cart path was not an option due to objections by the Club. Mr. Ford also indicated he had been in contact with the Landscape Committee and was satisfied with the revised landscaping plan for the perimeter wall of The Signature. Plantings along the wall will be installed in October.

GATE AND PATROL SERVICES REPORT:

Mr. Pantanella submitted the incident report for May 2013 which was reviewed and discussed by the Board.

Mr. Evans requested that the officers at the gatehouses wave at the homeowners when they approach the gate. Mr. Weigel will implement that policy immediately.

A letter was submitted by a homeowner in the Norman area requesting access through the pedestrian gate near the Norman gatehouse. The Board agreed to leave the pedestrian gate unlocked from sunrise to sunset. It will be the responsibility of the guard at the Norman gatehouse to secure and unsecure the gate at the appropriate times.

COMPLIANCE COMMITTEE:

Mr. Hastings gave a brief report on the May 2013 Compliance Committee meeting. Ms. Fischer informed the Board that Cassie Gertz will no longer be administering the compliance matters for PGA WEST Master Association. Until a suitable replacement can be found, Ms. Fischer will be administering the compliance matters herself.

Ms. Fischer informed the Board that she is awaiting a response from the homeowner who was requested to provide additional information regarding guests in his home which led to a citation being issued. The information should be available for the September Board meeting.

ADOPTION OF RULE CHANGE/COLLECTION POLICY:

The statutory thirty day comment period for homeowner review in regards to the rule change has ended.

A motion was made by Linn Wiley and seconded by Mary Caldwell to adopt the revised rule change/collection policy. The motion passed five to two with Mickey Evans and Dick Moore voting no.

TENANT/GUEST PIN NUMBERS:

A draft policy for the issuance of tenant and guest PIN numbers was presented by the Compliance Committee to the Board.

A motion was made by Mary Caldwell and seconded by Jim Cox to send the draft policy to the three Residential HOAs for review and comment. Once comments are received, the Compliance Committee is empowered to implement the new policy as they see fit. The motion passed six to one with Dick Moore voting no.

COMMITTEE ASSIGNMENTS:

The Board discussed the membership of the Compliance Committee, and Mr. Hastings indicated his desire to terminate his participation on the committee.

A motion was made by Richard Hayes and seconded by Jim Cox to appoint Mary Caldwell as chair of the Compliance Committee. The motion passed six to zero with one abstention by Dick Moore.

A motion was made by Linn Wiley and seconded by Mary Caldwell to appoint Richard Hayes to the Compliance Committee to fill the vacant seat. The motion passed six to zero with one abstention by Dick Moore.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the May 7, 2013 Board meeting.

A motion was made by Steve Hastings and seconded by Linn Wiley to approve the minutes of May 7, 2013 as modified. The motion passed unanimously.

The Board reviewed the minutes of the April 2, 2013 Board meeting for further revisions presented by Dick Moore.

A motion was made by Dick Moore and seconded by Steve Hastings to amend the April 2, 2013 minutes per the email communication sent by Dick Moore to the Board. The motion passed six to zero with one abstention by Jim Cox.

FINANCIAL REPORT:

Linn Wiley presented the financial report for the month of April 2013. Liquid cash balances in the Wells Fargo operating account remain at \$100,000. Retained earnings of \$213,302.23 represent 8% of the total budgeted expenses for 2013. Year to date, the association has a favorable variance of \$64,491.

A motion was made by Jim Cox and seconded by Dick Moore to accept the April 2013 financial statements as presented. The motion passed unanimously.

MANAGEMENT REPORT:

The Board reviewed the letter prepared by legal counsel and the action list prepared by management.

LANDSCAPE COMMITTEE:

The committee requested permission to have the monuments at Avenue 54 painted.

A motion was made by Mary Caldwell and seconded by Dick Moore to authorize up to \$2,000 for the painting of the monuments at Avenue 54. The motion passed unanimously.

The committee presented the revised landscaping plan for The Signature.

A motion was made by Dick Moore and seconded by Linn Wiley to approve the landscaping plan as amended by the Landscape Committee for The Signature development. The motion passed unanimously.

A motion was made by Linn Wiley and seconded by Mary Caldwell to appoint Mary Caldwell, Penni Sturgill, Deborah Brill and Eliane Frye to the Landscape Committee. The motion passed unanimously.

MAINTENANCE REPORT:

The easement for CVWD has still not been approved by PGA WEST Fairways or The Residence Club. Ms. Fischer will follow up with both entities to see the status of approving the easement.

LEGAL AFFAIRS COMMITTEE:

A vacancy exists on the committee due to Mr. Murphy not being reelected to the Board.

A motion was made by Linn Wiley and seconded by Mary Caldwell to appoint Jim Cox to the Legal Affairs Committee to fill the vacancy. The motion passed six to zero with one abstention by Dick Moore.

The committee provided a brief update on The Signature project development agreement.

The committee would like to form an Ad Hoc committee to investigate the alternatives for the golf cart path that currently run through The Signature project.

A motion was made by Linn Wiley and seconded by Jim Cox to appoint Mickey Evans and Dick Moore to an Ad Hoc committee which will look at alternatives and make recommendations to the Board regarding the golf cart path that currently runs through The Signature project. The motion passed unanimously.

The Board reviewed the proposed resolution and charter for the Legal Affairs Committee.

A motion was made by Mary Caldwell and seconded by Jim Cox to approve the resolution and charter for the Legal Affairs Committee as presented. The motion passed six to one with Dick Moore voting no.

The Board reviewed the proposed resolution regarding the tape recording of Board meetings. Mr. Hayes asked Mr. Dolenga to share his information regarding the subject with the Board. The resolution will be tabled until the September Board meeting.

INSURANCE COMMITTEE:

Mr. Cox requested an electronic copy of the insurance policies for the association. Ms. Fischer will provide that to him.

Jim Cox will remain the insurance advisor for the association.

LIGHTING COMMITTEE:

Since the lighting project has been completed, the ad hoc lighting committee is no longer needed. Future lighting issues will be handled by management.

GOVERNING DOCUMENTS COMMITTEE:

The Board discussed the membership of the committee.

A motion was made by Mary Caldwell and seconded by Jim Cox to appoint Steve Hastings, Linn Wiley and Richard Hayes to the Ad Hoc Governing Documents Committee. The motion passed unanimously.

The Board discussed the need for participation by the Residential Associations in the process of rewriting the governing documents.

A motion was made by Linn Wiley and seconded by Mary Caldwell to ask each Residential Association Board to suggest 1-2 members to participate on the Master Association Ad Hoc Governing Documents Committee with final approval resting with the Master Board. The motion passed unanimously.

PERSONNEL COMMITTEE:

The Board discussed the membership of the committee.

A motion was made by Steve Hastings and seconded by Jim Cox to appoint Richard Hayes, Linn Wiley and Mary Caldwell to the Personnel Committee. The motion passed unanimously.

CORRESPONDENCE:

The Board review homeowner correspondence.

OTHER BUSINESS:

The Board reviewed a draft resolution regarding Directors' conduct in dealing with management and vendor staff.

A motion was made by Mary Caldwell and seconded by Linn Wiley to adopt the resolution regarding Directors' conduct in dealing with management and vendor staff as drafted. The motion passed five to two with Mickey Evans and Dick Moore voting no.

The Board reviewed a draft resolution regarding the term lengths for committee members.

A motion was made by Mary Caldwell and seconded by Linn Wiley to adopt the resolution regarding the term lengths for committee members as drafted. The motion passed unanimously.

NEXT MEETING DATE:

The next scheduled Board meeting will be held September 10, 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 meeting adjourned at 4:45 p.m.

Respectfully submitted,

Linn Wiley, Secretary

As prepared by The Management Trust

Date