

**PGA WEST MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 5, 2015**

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, March 5, 2015, at 1:00 P.M. at the Residential I Association Office, 54320 Southern Hills, La Quinta, CA 92253. A quorum of the members were present.

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

ALSO PRESENT:

David Peters, Esq. – Peters & Freedman

Jodi Fischer, Lynn Gilliam, Robert Pantanella, Cassie Gertz and Jonathan Torres representing The Management Trust.

CALL TO ORDER:

The meeting was called to order by the President, Mary Caldwell, at 1:02 P.M.

PRESIDENT’S REPORT/POLICY STATEMENTS

Ms. Caldwell advised everyone the Board of Directors has a Code of Ethics and Conduct and a Conflict of Interest policy in place and reminded homeowners of the Open Forum guidelines.

OPEN FORUM:

Homeowners spoke on various topics. The topics included questions on legal expenses, vacation rental guidelines, security issues, landscaping, Election Rules and the Nominating Committee procedures.

COMMUNITY SERVICES REPORT:

Report

Mr. Pantanella summarized the incident report for February, 2015. It was reviewed by the Board.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the regular session Board meeting on February 5, 2015.

Ms. Murr moved, Ms. Sturgill seconded to approve the February 5, 2015 regular session Board meeting minutes as submitted. Dick Moore opposed, Mickey Evans abstained.

The Board met in Executive Session on March 5, 2015, at 4:24 P.M. for the discussion of legal matters and personnel.

FINANCIAL REPORT:

Financials

Mr. Roehrkasse presented the financial report for January 2015. Mr. Roehrkasse reported on the current financial position as of January 31, 2015 and answered questions on specific items from the Board. The Board reviewed the balance sheet, comparative income statement for Tier 1, Tier 2 and consolidated, certificates of deposit from the operating and reserve accounts.

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

Audit

Mr. Roehrkasse moved, Mr. Cox seconded to add the audit to the agenda. Motion carried unanimously.

The Board discussed the draft audit report for December 31, 2014 and 2013.

Mr. Roehrkasse moved, Ms. Sturgill seconded to accept the audit report as presented. Motion carried 6 in favor. Dick Moore abstained.

MANAGEMENT REPORT:

Ms. Cassie Gertz presented her management report. Topics included an update on the Weiskopf entry project, repairs to the Palmer fountain and the upcoming scheduled tree trimming.

COMMITTEE REPORTS:

COMPLIANCE COMMITTEE

Report

Mr. Cox provided the Compliance Committee report and stated that the draft Rules and Regulations will be presented to the Board at the next meeting.

COMMUNITY SERVICES

Minutes:

The Board reviewed the Community Services Committee minutes dated January 21, 2015. The Board accepted the minutes from the Committee.

Radar Dolly Expense:

The Board reviewed the information regarding the radar dolly and the need to purchase a new one due to the recent theft of the radar dolly.

Ms. Murr moved, Mr. Evans seconded to approve the purchase of the new radar dolly not to exceed \$4,200. Motion carried unanimously.

LANDSCAPE & HARDSCAPE COMMITTEE

Hort Tech

The reports from Hort Tech were presented to the Board.

Palm Borer Beetle Update

The Board reviewed the Palm Borer Beetle Update included in the report from Hort Tech.

Minutes

Ms. Sturgill presented the Landscape/Hardscape Committee meeting minutes for January 15, 2015. The Board accepted the minutes from the Committee.

Greg Norman Gatehouse Doors

Ms. Sturgill summarized the need to refinish the exterior doors at the Greg Norman gatehouse.

Ms. Murr moved, Ms. Sturgill seconded to approve the proposal in the amount of \$400 to refinish the exterior gatehouse doors. Motion carried unanimously.

LED Bulb Replacement

The Board reviewed the proposal to convert the gatehouse halogen light bulbs at Stadium, Palmer and Nicklaus to LED.

Ms. Murr moved, Mr. Evans seconded to approve the proposal in the amount of \$1,467.76 to replace the current halogen light bulbs with LED. Motion carried unanimously.

LANDSCAPE OVERSIGHT COMMITTEE

Recommendations:

Amend Charter

The Landscape Oversight Committee recommended that the Board authorize a revision to the committee charter that would restructure the committee to consist of five voting members and three non-voting consultant members. The Committee will submit the revised charter to the Board for final approval.

Ms. Sturgill moved, Mr. Roehrkasse seconded to approve the concept of the charter revision to be reviewed and approved by the Board. Motion carried unanimously.

Refine Request for Proposal (RFP)

The Committee recommended that the Board consider refining the RFP to a concept approach to include an itemized breakdown of the project in order of occurrence, resident education and interaction and consideration for outside programs such as the CVWD rebate program.

Mr. Roehrkasse moved, Ms. Murr seconded to approve the concept of the RFP revision to be reviewed and approved by the Board. Motion carried unanimously.

Expand Landscape Architect List

The Committee recommended that the Board consider expanding the Landscape Architect list to other firms that demonstrate specific experience with the local weather, soil and other desert environment conditions.

Mr. Roehrkasse moved, Mr. Evans seconded to approve expanding the RFP to other Landscape Architecture firms that demonstrate specific experience with local weather, soil and other desert environment conditions. Motion carried unanimously.

Tract Map

The Committee recommended that the Board consider organizing a formal survey of the Master Association property to include the property, curb and gutter. The Board agreed that there are other more cost effective options available.

COMMUNICATIONS

Report

Ms. Murr presented the March 5 communications report to the Board.

Survey Results Summary

Ms. Murr presented the communication survey results summary to the Board. The Committee will discuss the results and bring back recommendations to the Board at the next meeting.

Website Module Expense

Ms. Murr presented the request to purchase the publications module for the website. The Board discussed the request.

Ms. Murr moved, Ms. Sturgill seconded to approve the expense of \$700 to purchase the publications module for the website. Motion carried unanimously.

GOVERNING DOCUMENTS

Minutes

Mr. Cox presented the January 19, 2015 committee minutes to the Board for review and summarized the progress of the Committee. The Board accepted the minutes from the Committee.

UNFINISHED BUSINESS:

Recordation Policy

The Board reviewed and discussed the draft recordation policy. The Board directed Dave Peters to work with management and Mr. Evans to develop a second draft.

NEW BUSINESS:

Insurance Renewal

Mr. Cox summarized the insurance proposal from Arthur J. Gallagher. Mr. Cox requested the delegation of authority from the Board to bind the Association with the policies presented with the condition that he will send proposal modifications to all Board members for review.

Mr. Cox moved, Mr. Roehrkas seconded to approve the requested delegation. Motion carried unanimously.

Annual Meeting

Date/Time/Location: April 23, 2015 - 1:00 P.M. open envelopes/4:00 P.M. Call to Order—
Tournament Clubhouse

Record Date: March 10, 2015

Close of Polls: April 22, 2015 at 5:00 P.M.

Review Ballot: The Board reviewed the ballot. Mr. Evans and Mr. Steven Price requested that, for personal reasons, the asterisks by their names which indicated that they had been nominated by the Nominating Committee be removed from the ballot.

CORRESPONDENCE:

The board reviewed correspondence.

NEXT MEETING DATE:

The next scheduled Board meeting is to be determined.

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ADJOURNMENT:

With no further business to be brought before the Board, the meeting adjourned at 4:12 P.M.

Respectfully submitted,

Russell Roehrkas, Secretary/Treasurer
As prepared by The Management Trust

Date