

**PGA WEST MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 4, 2015**

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, June 4, 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.

MEMBERS PRESENT:

Deborah Brill	President
Mickey Evans	Vice President
Russell Roehrkasse	Secretary/Treasurer – Via Conference Phone
Penni Sturgill	Director – Via Conference Phone
Dick Moore	Director
Sarah Murr	Director
Gary Dolenga	Director

ALSO PRESENT:

David Peters, Esq. – Peters & Freedman

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

Bryan Jensen, Hort Tech Landscape: Present from 3:12P.M. - 4:00P.M.

CALL TO ORDER:

The meeting was called to order by Mr. Roehrkasse at 1:00 P.M.

ELECTION OF OFFICERS:

Mr. Roehrkasse called for nominations for the position of President of the Master Association Board of Directors. Ms. Brill nominated herself as President. Mr. Evans nominated Mr. Moore as President. Mr. Dolenga nominated himself as President. Each nominee summarized why they believe they should be President. The vote was taken in order of nomination and a majority of the Board voted in favor of Ms. Brill as President and she was duly appointed.

Ms. Brill then opened the floor for nominations of Vice President. Ms. Brill nominated Mr. Evans as Vice President. No other nominations were made. The vote to elect Mr. Evans as Vice President of the Master Association Board of Directors was unanimous and he was duly appointed.

Ms. Brill then opened the floor for nominations of the Secretary/Treasurer position. Ms. Brill nominated Mr. Roehrkasse as Secretary/Treasurer. Mr. Moore recommended the position be split and nominated Mr. Roehrkasse as Treasurer and Mr. Dolenga as Secretary. The vote was taken in

order of nomination. A majority of the Board voted to elect Mr. Roehrkas as Secretary/Treasurer of the Master Association Board of Directors and he was duly appointed.

The four remaining Board Members, Ms. Murr, Mr. Moore, Ms. Sturgill and Mr. Dolenga, will serve as Directors.

SELECTION OF MEETING DAY/TIME/LOCATION:

The Board discussed the meeting day, time and location and agreed the meetings will be held on the first Thursday of the month and will begin at 2:00 P.M. in the Residential I Association office. *Mr. Dolenga moved, Ms. Sturgill seconded to approve the meetings to be held on the first Thursday of the month at 2:00 P.M. Motion carried unanimously.*

Management was directed to inquire with the Residential I Association to see if they will consider hiring security personnel, at the Master Association expense, to close the building after the meeting.

POLICIES:

Code of Ethics and Conduct

The Board discussed the current Code of Ethics and Conduct policy and considered changes to the document. The amendments included revising the first sentence to read: The PGA WEST Master Association (“Master Association”) has adopted a Code of Ethics and Conduct. This amendment removed the words: was created for the purpose of managing the PGA WEST Community as authorized by the Governing Documents, with the Master Association’s purpose and functions carried out by the elected Board of Directors. Additionally, in Section 7, the Board removed the third sentence that read: I agree that once a decision is made by the Board as a whole, despite my personal disagreement with same, I will respect such decision, and not take any action to obstruct or undermine the carrying out of such decision. *Ms. Murr moved, Mr. Dolenga seconded to accept the Code of Ethics and Conduct as amended. Motion included a provision from Mr. Evans and Mr. Dolenga that in order for them to agree to sign the Code of Ethics and Conduct, the recording policy must be adopted by the Board. Motion with provision carried unanimously.*

Conflict of Interest

The Board discussed the current Conflict of Interest policy. Because the Conflict of Interest section is included in the Code of Ethics and Conduct, the Board determined that an additional policy on this subject was not necessary. *Mr. Moore moved, Mr. Dolenga seconded to eliminate the Conflict of Interest policy in its entirety with the provision that all Board Members sign the Code of Ethics and Conduct policy as revised. Motion carried unanimously.*

Agenda Item Requests/Board Packet Information

The Board discussed the current process in place for agenda item requests and Board packet information. The Board agreed that the cutoff for agenda items and packet information is ten days prior to the Board meeting. Additionally, five days prior to the cutoff, Management will send a reminder email to the Board. *The Board unanimously agreed to the process as outlined.*

Contacting Legal Counsel & Association Vendors

The Board discussed the current process in place for contacting Legal Counsel. Only the Board President and Management have the authority to contact Legal Counsel. If a question from another Director arises, that question will be directed to Management for consideration and Management will coordinate a legal response/opinion if necessary. *The Board unanimously agreed to the process as outlined.*

Signing of Bank Cards

No discussion.

PRESIDENT'S REPORT

Open Forum Guidelines:

Ms. Brill requested feedback from the other Board Members on the Open Forum Guidelines. The Board discussed the Speaker Slip/Open Forum Guidelines and made changes. The Board determined to revise the first sentence on the fourth bullet point of the document to read: Association Members will be given an opportunity to address the Board of Directors as reasonably determined by the Chair or the Majority of the Board present at the meeting, thus eliminating the three minute maximum. *Ms. Murr moved, seconded by Mr. Evans to approve the Speaker Slip/Open Forum Guidelines as amended. Motion carried unanimously.*

OPEN FORUM:

Three Homeowners spoke on various topics. The topics included a concern regarding parking in an area under the purview of the Residential I Association and the double assessments of the Greg Norman area. A Homeowner read a letter aloud to the Board and requested that a copy be attached herein.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the regular session Board meeting on May 4, 2015 and discussed changes. The amendments included recording the votes on the censure, and clarifying that the Landscape/Hardscape Committee had chosen the proposed paint color. *Ms. Murr moved, Mr. Evans seconded to approve the May 4, 2015 regular session Board meeting minutes as amended. The motion carried unanimously. Ms. Brill and Mr. Dolenga abstained from the vote and discussion.*

The Board met in Executive Session on June 4, 2015, at 6:15 P.M. for the discussion of legal and personnel matters.

FINANCIAL REPORT:

Financials

Jodi Fischer presented the financial report ending April 30, 2015 and reported on the current financial position of the Association. The Board reviewed the balance sheet, comparative income statements and certificates of deposit from the operating and reserve accounts for that period. *Ms. Brill moved, Ms. Murr seconded to accept the April 30, 2015 financial report as presented. Motion carried unanimously.*

MANAGEMENT REPORT:

Report

Cassie Gertz presented her management report for the month of May.

Proposal for Electrical Repair

The Board reviewed the proposal submitted by management for the electrical repair on the Boulevard. Management requested the Board authorize the expense but consider the use of the Roto-Lite electrician. The Board authorized the use of the Roto-Lite electrician for future electrical needs. *Ms. Brill moved, Mr. Evans seconded to authorize management to proceed with the repair with the appropriate vendor, cost not to exceed \$1,000. Motion carried unanimously.*

Proposal for Stump/Tree Removal

The Board reviewed the proposal submitted by management for the stump and tree removals as a result of the wind storm. *Ms. Brill moved, Ms. Murr seconded to approve the proposal as submitted, cost not to exceed \$950. Motion carried unanimously.*

Management was directed to place this item on the agenda for the Landscape Committee to consider replacement recommendations for the trees that were removed.

Ms. Brill moved, Ms. Murr seconded authorizing Management to approve any future expenses relating to safety and appearance not to exceed \$1,000. Motion carried unanimously.

Trusted Partner Spotlight

The Board reviewed the information in the packet and discussed the Trusted Partner program provided by The Management Trust.

COMMITTEE REPORTS

Compliance Committee:

Report

Cassie Gertz provided the report on the Compliance Committee. There were 51 citations heard at the May Compliance Committee meeting.

Appoint Board Committee Member

Ms. Brill recommended Mr. Dolenga as the Master Board Committee member on the Compliance Committee. Mr. Dolenga accepted the position. *Ms. Brill moved, Ms. Murr seconded to appoint Mr. Dolenga to the Compliance Committee as the Master Association Board Member. Motion carried unanimously.*

Community Services Committee

Minutes

The Board reviewed the Community Services Committee minutes submitted for February 18, March 18 and April 15, 2015. *Ms. Brill moved, Ms. Murr seconded to accept the committee minutes dated February 18, March 18 and April 15, 2015 as presented. Motion carried unanimously.*

Approve Revised Vendor Rules & Regulations

The Board reviewed and discussed the revised Vendor Rules & Regulations submitted by the Community Services Committee and recommended additional changes. The changes included

adding language prohibiting soliciting and providing a map of the vendor/maintenance restrooms. *Ms. Brill moved, Ms. Murr seconded to approve the Vendor Rules & Regulations as amended. Motion carried unanimously.*

Appoint New Committee Member

The Board reviewed the biography included in the packet of a new Community Services Committee member recommended by the Committee. *Ms. Brill moved, Mr. Dolenga seconded to appoint Mr. Daniel Luttrell to the Community Services Committee. Motion carried unanimously.*

Appoint Board Liaison

Ms. Brill recommended Mr. Evans as the Community Services Committee Board Liaison. Mr. Evans accepted the recommendation. *Ms. Brill moved, Ms. Murr seconded to appoint Mr. Evans as the Community Services Committee Board Liaison. Motion carried unanimously.*

Weiskopf Entrance Gate Remodel

The Board discussed the proposals included in the packet for the Weiskopf Entrance Gate Remodel. Mr. Al Adams shared concerns from the Community Services Committee regarding the area in question and explained the reason for the remodel.

Ms. Sturgill moved, Ms. Murr seconded to approve the proposal from Big Sky Gate Keeper with a total not to exceed \$96,703. Motion failed 3 to 4. *After lengthy discussion, the Board requested the Community Services Committee reconsider the area with other possible options that could remedy the problem including attention to the cart paths, improving the signage, removing the hump and planter bed in the street and possibly installing electronic alerts.*

Communications Committee

Report

The Board reviewed the Communications Committee report.

Governing Documents Committee

Minutes

The Board reviewed the Governing Documents Committee meeting minutes dated February 23, 2015. *Ms. Brill moved, Mr. Evans seconded to accept the committee minutes dated February 23, 2015 as presented. The Board requested the Committee consider including names on oppositions. Motion carried unanimously.*

Appoint Board Committee Member/Chair

Mr. Evans recommended Mr. Moore as the Board Committee Member/Chair of the Governing Documents Committee. *Mr. Moore moved, Mr. Evans seconded to appoint Mr. Moore to the Governing Documents Committee to serve as the Board Member/Chair member. Motion carried 4 to 3. Mr. Evans, Mr. Roehrkas, Mr. Moore and Mr. Dolenga in favor, Ms. Brill, Ms. Sturgill and Ms. Murr opposed.*

Landscape & Hardscape Committee

Hort Tech Report

The Board reviewed the Hort Tech landscape report.

CVWD Water Mandate Information

The Board reviewed the information provided in the packet.

Minutes

The Board reviewed the Landscape/Hardscape Committee meeting minutes dated February 20, March 9, April 13 and April 29, 2015. *Ms. Brill moved, Ms. Murr seconded to accept the committee minutes dated February 20, March 9, April 13 and April 29, 2015 as presented. Motion carried unanimously.*

Proposals, Bids, Plans

Weiskopf Entry Landscape Modification

The Board tabled the agenda item.

Perimeter Wall Paint Color

The Board discussed the proposed perimeter wall paint color, Dunn Edwards - Teddy Bear. *Ms. Murr moved, Mr. Dolenga seconded to approve the paint color, Teddy Bear, for application on the Signature wall only. Management was directed to send the Request for Proposal for the Master Association wall painting. Motion carried unanimously.*

Estimated Impact of Drought Penalties – Action

Bryan Jensen presented the Board with a detailed report of the estimated impact of the drought penalties imposed by CVWD. Additionally, Bryan outlined short term solutions, potential issues and provided recommendations. The Board discussed this agenda item in length and made the following motions: *Ms. Brill moved, Mr. Dolenga seconded directing Legal Counsel to draft a letter from Management to CVWD, on behalf of the Master Association, requesting that all the meters for the Master Association be consolidated into one master account and therefore be viewed in total when reviewing water budgets and water reductions. Motion carried unanimously.*

Mr. Dolenga moved, Mr. Evans seconded to delegate authority to Ms. Brill, Mr. Dolenga and Cassie Gertz to make the irrigation changes necessary to initiate reduction in water usage and “brown down” the perimeter wall turf excluding PGA Boulevard. Cost of irrigation modifications not to exceed \$25,000. If decisions between the delegated persons are not unanimous, it shall come back to the Board for consideration. Motion carried unanimously.

Signature Wall Repair

The Board discussed the Signature wall repair. *Ms. Brill moved, Ms. Murr seconded to ratify the decision made by the Landscape/Hardscape Committee to approve the wall repair as outlined by CalWest. Motion carried unanimously.*

Weiskopf/Legends Decorative Light Fixtures

The Board reviewed the light fixtures presented by the Landscape/Hardscape Committee. *Ms. Brill moved, Ms. Murr seconded to approve the proposed light fixtures for a cost not to exceed \$1,000. Motion carried unanimously.*

Landscape Oversight Committee

Report

The Board reviewed the report submitted by Committee Chair, Perry Koon, dated June 4, 2015. The Board also discussed the concern presented by Mr. Dolenga regarding the renovation budget. No action was taken.

Revised Request for Proposal

The Board reviewed the revised RFP presented by the Landscape Oversight Committee. *Ms. Brill moved, Ms. Murr seconded to approve the RFP as presented and proceed with posting as outlined by the Committee. Motion carried unanimously.*

Revised Committee Charter

The Board reviewed the revised Committee Charter and suggested additional changes. *Ms. Brill moved, Ms. Murr seconded to approve the Committee Charter as amended. Motion carried unanimously.*

Minutes

The Board reviewed the Landscape Oversight Committee minutes dated February 19 and April 9, 2015. *Ms. Brill moved, Mr. Evans seconded to accept the committee minutes dated February 19 and April 9, 2015 as presented. Motion carried unanimously.*

UNFINISHED BUSINESS:

Recordation Policy

The Board reviewed and discussed the draft recordation policy. The time in which the recording shall be maintained was changed from ninety (90) days to sixty (60) days after approval of the minutes. *Mr. Moore moved, Mr. Evans seconded to adopt the recordation policy as amended. Motion carried 4 to 3.*

Proposal to Replace Mountain Lights

The Board reviewed and discussed the information presented in the packet for the replacement of the mountain lights. Mr. Moore moved, Mr. Dolenga seconded to replace the mountain lights with the Max Lite fixtures totaling \$60,000 with \$25,000 allocated from reserves and \$35,000 allocated from retained earnings. Motion failed 3 to 4. *Ms. Sturgill moved, Ms. Brill seconded to approve the purchase of one Rab 1000 watt metal halide fixture for \$707.14, to replace the mountain light in the worst condition or use as a replacement when needed. Motion carried 4 to 3.*

NEW BUSINESS:

Palmer Gatehouse Remediation Proposal

The Board reviewed the proposal presented by management. *Ms. Brill moved, Mr. Dolenga seconded to approve the proposal submitted by Flood Response pending the results of the mold inspection. Motion carried unanimously.*

Reserve Study

The Board discussed the Reserve Study proposals presented by management. *Ms. Sturgill moved, Mr. Evans seconded to approve the proposal from SCT Reserve Consultants in the amount of \$700. Motion carried unanimously.*

Norman Assessment/Ad Hoc Committee

The Board discussed the agenda item. Mr. Evans made a motion to develop an ad hoc committee for the purposes outlined on the memo dated June 4, however, he agreed to withdraw his motion based on the information that the Governing Documents Committee is working on the items outlined on the memo.

Legal Affairs Committee

The Board discussed the purpose of the Legal Affairs Committee and determined that the committee is no longer necessary. *Ms. Brill moved, Mr. Moore seconded to dissolve the Legal Affairs Committee. Motion carried unanimously.*

Personnel Committee

The Board discussed the purpose of the Personnel Committee and determined that the committee is no longer necessary. *Mr. Dolenga moved, Mr. Moore seconded to dissolve the Personnel Committee. Motion carried unanimously.*

Proposed Revisions to Communication Policy

Ms. Brill moved, Mr. Evans seconded to table the agenda item until the next Board meeting in order to allow all Board members the opportunity to submit revisions. Revisions will be submitted to management prior to the next Board meeting. Motion carried unanimously.

Proposed Revisions to Communications Committee Charter

Ms. Brill moved, Mr. Evans seconded to table the agenda item until the next Board meeting in order to allow all Board members the opportunity to submit revisions. Revisions will be submitted to management prior to the next Board meeting. Motion carried unanimously.

Communication Systems, Administration and Access

The Board reviewed concerns submitted by Mr. Dolenga regarding the Master Association communication systems. *Ms. Brill moved, Ms. Murr seconded to approve the purchase of a new lap top computer not to exceed \$1,000. Management was directed to transfer all association data from the Communications Committee Chair to this new computer and management will serve as the custodian of all association records.*

Condition of PGA Boulevard

The Board reviewed the information provided in the packet. Mr. Dolenga requested the report containing the street inspections done prior to the beginning of construction at the Signature development. Management was directed to send the report to the Board.

CVWD Pipeline Install to Golf Course

The Board reviewed the information provided in the packet. Management will provide an update at the next meeting.

SIGNATURE DEVELOPMENT UPDATE:

Request to Extend Saturday Construction Hours

The Board reviewed the request from CalWest to extend the construction hours on Saturday. *Ms. Brill moved, Ms. Murr seconded to deny the request. Motion carried 5 to 2.*

Check from CalWest

The Board discussed the check received from CalWest for the value reimbursement of the palms that were removed during the Signature median revision.

IID/CalWest Storm Drain Crossing

The Board reviewed the information provided by CalWest regarding the update on the storm drain crossing. No action necessary.

CVWD Well Site Access Easement

The Board reviewed the CVWD Well Site Access Easement. No action necessary.

CORRESPONDENCE:

The Board reviewed the correspondence.

NEXT MEETING DATE:

The next Board meeting is tentatively scheduled for September 3, 2015.

ADJOURNMENT:

With no further business to be brought before the Board, the meeting adjourned at 7:30 P.M.

Respectfully submitted,

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

Date