

**PGA WEST MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 3, 2015**

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, September 3, 2015, at 2:00 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
Penni Sturgill	Director – Via Conference Phone
Dick Moore	Director
Sarah Murr	Director
Gary Dolenga	Director

MEMBERS ABSENT: Russell Roehrkasse Secretary/Treasurer

ALSO PRESENT:

David Peters, Esq. – Peters & Freedman

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

Bryan Jensen, Hort Tech Landscape: Present from 2:30P.M. - 2:46P.M.

CALL TO ORDER:

The meeting was called to order by Ms. Brill at 2:00 P.M.

PRESIDENT’S REPORT

Ms. Brill opened the meeting and welcomed those in attendance.

OPEN FORUM:

Three Homeowners spoke on various topics. The topics included comments on the Weiskopf entrance area, the Norman area assessment and the Community Services Committee.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the regular session Board meeting on June 4, 2015 and discussed changes. *Ms. Brill moved, Mr. Moore seconded to approve the June 4, 2015 regular session Board meeting minutes as amended. The motion carried unanimously.*

The Board met in Executive Session on September 3, 2015, at 11:00 A.M. for the discussion of legal and personnel matters, contracts and homeowner appeals.

FINANCIAL REPORT:

Financials

The Board reviewed the balance sheet, comparative income statements and certificates of deposit from the operating and reserve accounts for the periods ending May 31, June 30 and July 31, 2015.

Ms. Brill moved, Mr. Dolenga seconded to accept the May 31, June 30 and July 31, 2015 financials as presented. Motion carried unanimously.

MANAGEMENT REPORT:

Report

Cassie Gertz presented her management report.

Street/Curb Repair

Management presented the proposal submitted by International Paving Solutions for the street/curb repairs along PGA Boulevard totaling \$4,000. *Mr. Dolenga moved, Mr. Evans seconded to approve the proposal in the amount of \$4,000. Motion carried unanimously.*

Proposal for Electrical Repair

Management presented the proposal submitted by Roto Lite for the electrical repair on PGA Boulevard totaling \$1,750. *Mr. Moore moved, Mr. Evans seconded approving the proposal for repair in the amount of \$1,750. Motion carried unanimously.*

Trusted Partner Spotlight

The Board reviewed the Trusted Partner Spotlight.

COMMITTEE REPORTS

Compliance Committee

Ms. Brill moved, Mr. Moore seconded to accept the committee report. Motion carried unanimously.

Community Services Committee

Minutes

The Board reviewed the Community Services Committee minutes submitted for May 20, 2015. *Ms. Brill moved, Mr. Moore seconded to accept the committee minutes dated May 20, 2015 as presented. Motion carried unanimously.*

Communications Committee

Report

Ms. Brill moved, Mr. Moore seconded to accept the committee report. Motion carried unanimously.

Governing Documents Committee

Minutes

The Board reviewed the Governing Documents Committee meeting minutes dated March 30, June 30 and July 9, 2015. *Ms. Brill moved, Mr. Moore seconded to accept the committee minutes dated March 30, June 30 and July 9 as presented. Mr. Dolenga requested a summary of legal costs incurred on the Governing Documents restatement be attached to the minutes of the committee.*

Landscape & Hardscape Committee

Report

Penni Sturgill stated that a homeowner is interested in joining the Landscape/Hardscape Committee and recommend her appointment by the Board. *Mr. Dolenga moved, Ms. Murr seconded to appoint Ms. Laurie Fox to the Landscape/Hardscape Committee effective immediately. Motion carried unanimously. Ms. Brill moved, Mr. Moore seconded to accept the committee report. Motion carried unanimously.*

Impact of Drought Penalties by CVWD

Bryan Jensen with Hort Tech Landscape presented the Board with an update on water usage and drought charges. The Board discussed the information presented in the packet and discussed possible options with Bryan.

Water Conservation Measures

Mr. Moore moved, Ms. Murr seconded to delegate authority of the Board to Ms. Brill, Mr. Dolenga and Mr. Evans to determine the appropriate areas to oversee this fall. Motion carried unanimously.

Minutes

The Board reviewed the Landscape/Hardscape Committee meeting minutes dated May 27, June 22, and July 13, 2015. *Ms. Brill moved, Mr. Moore seconded to accept the committee minutes dated May 27, June 22 and July 13, 2015. Motion carried unanimously.*

Proposals, Bids, Plans

Palmer Gatehouse Interior Remodel

The Board reviewed the proposal included in the packet for the Palmer gatehouse interior refurbishment. *Mr. Dolenga moved, Ms. Brill seconded to approve the proposal from Vincere Industries as submitted in the amount of \$17,842. Motion carried unanimously.*

Legends Gatehouse, Paint Trim, Overhang & Conduit

Management presented the proposal submitted by Sepulveda Painting to paint the trim, overhang and electrical conduit at the Legends gatehouse in the amount of \$2,000. *Ms. Murr moved, Mr. Dolenga seconded to approve the proposal as submitted. Motion carried unanimously.*

Weiskopf Gatehouse Painting/Landscape Modification

Management presented the proposal from Sepulveda Painting to paint the exterior of the gatehouse/monument and the proposal from Hort Tech landscape for the landscape modification. *Mr. Dolenga moved, Ms. Brill seconded to approve the proposals as submitted in the total amount of \$9,911.99. Motion carried unanimously.*

Perimeter Wall/Gate Paint Colors

The Board discussed the proposed perimeter wall and gate colors. *Mr. Evans moved, Ms. Murr seconded to approve Dunn Edwards colors Teddy Bear (DE6131) for the perimeter wall and Mink (DE6392) on the entry and exit gates. Motion carried unanimously.*

Perimeter Wall Irrigation Retrofit

Management presented the proposal from Hort Tech Landscape to convert the spray head irrigation along the walls throughout the property to bubbler irrigation. *Ms. Brill moved, Mr. Evans seconded to approve the proposal as submitted in the amount of \$16,788. Motion carried unanimously.*

Perimeter Wall Landscape Preparation Proposal

Management presented the proposal from Hort Tech Landscape for landscape preparation work to be done prior to the perimeter wall painting. *Mr. Moore moved, Mr. Evans seconded to authorize an amount of \$38,400 for plant preparation along the perimeter wall. The Board directed Management to discuss landscape preparation with the painting contractor to see if they have a landscape company they use. Motion carried unanimously.*

Perimeter Wall Painting Proposals

The Board discussed the perimeter wall painting proposals.

Mr. Dolenga moved, Ms. Murr seconded to accept the proposal submitted by MC Painting in the amount of \$120,695. The Board stated that the painting project should begin as soon as possible in conjunction with the irrigation retrofit and plant preparations. The Board stated that the project will start on the Boulevard. Motion carried unanimously.

Landscape Oversight Committee

Report

Ms. Brill moved, Mr. Moore seconded to accept the committee report. Motion carried unanimously.

UNFINISHED BUSINESS:

Meeting Location

The Board discussed the meeting location. *Ms. Brill moved, Mr. Evans seconded to move the meetings to the Private Clubhouse. Motion carried unanimously.*

CVWD Master Account Consolidation Request

Cassie Gertz and Bryan Jensen have a meeting scheduled with CVWD to discuss this request. Management will update the Board with more information as soon as possible.

Norman Assessment/Request from Homeowner

By direction of the Board, David Peters provided Mr. Mills with a memo regarding this agenda item in response to his letter.

Weiskopf Entry Golf Cart Path Modification

The Board discussed the agenda item. *Ms. Brill moved, Mr. Evans seconded to send this topic back to the Community Services Committee for them to bring forth a new recommendation to the Board at the next meeting. Motion carried unanimously. Mr. Evans requested Management respond to the owners that submitted letters regarding this item.*

Weiskopf Wall Modification

The Board tabled this agenda item until the Community Services Committee provides a new recommendation to the Board.

Proposed Revisions to Communications Policy

The Board discussed this agenda item. *Ms. Brill moved, Mr. Evans seconded to accept the interim policy as presented by David Peters during the meeting. Motion carried unanimously.*

Proposed Revisions to Communications Committee Charter

The Board discussed this agenda item. *Ms. Brill moved, Mr. Evans seconded to accept the interim policy as presented by David Peters during the meeting. Motion carried unanimously.*

NEW BUSINESS:

First Draft Reserve Study

The Board reviewed the first draft of the reserve study. *Mr. Dolenga moved, Mr. Moore seconded to approve the reserve study as presented. Motion carried unanimously.*

Holiday Lighting Proposal/Budget

The Board discussed the proposal submitted for holiday lighting design. *Mr. Dolenga moved, Ms. Brill seconded authorizing the Landscape/Hardscape Committee to determine the holiday lighting design for 2015 with a not to exceed amount of \$20,000. Motion carried unanimously.*

Gates & Patrol Request for Proposal

The Board discussed the agenda item and approved the RFP to be sent.

Administrative/Database Management Process

The Board discussed the agenda item.

Ms. Brill moved, Mr. Evans seconded to authorize Management a budget of \$1,000 to use over the next six months to begin building the Master Association database. Motion carried unanimously.

Membership List Policy

Mr. Moore moved, Ms. Brill seconded that if management receives a request from a homeowner for a membership list, management will provide the most current list available in our records with the disclaimer that the list may be outdated. Additionally, any homeowner requesting a membership list from the Master Association, will only receive a Master Association list that does not distinguish any of the Residential Associations from one another. If the request is for a specific Residential Association list, management will respond to the homeowner, that the list they are requesting can only be provided by that specific Residential Association.

PGA Boulevard Front Entrance Monument Lighting

The Board discussed the agenda item and the two proposals submitted by Roto Lite.

Mr. Moore moved, Mr. Dolenga seconded to approve the proposal from Roto Lite to replace 12 accent lights at the monuments in the amount of \$1,906.87.

Mr. Dolenga moved, Mr. Moore seconded to approve the rope lighting proposal submitted by Roto Lite in the amount of \$7,496.75. Vote was tied 3 to 3. Ms. Brill stated that the Board should view the accent lights once they are installed to determine whether or not the rope lights are necessary. This item will be added to the October meeting agenda for further discussion. Mr. Dolenga requested that the votes for this motion be recorded in the minutes. Mr. Dolenga, Mr. Moore and Mr. Evans in favor, Ms. Brill, Ms. Murr and Ms. Sturgill opposed.

Landscape Maintenance, Plant Replacement Proposal

The Board discussed the agenda item. *Mr. Evans moved, Ms. Brill seconded to approve the proposal from Hort Tech landscape for the plant replacements throughout the Master Association. Ms. Brill added the condition that Management will have the discretion to work with Hort Tech on design vignettes. Additionally, this project should start immediately and first on the Boulevard. Management will need to coordinate this project with the perimeter painting. Motion carried unanimously.*

Landscape Maintenance, Plant Removal & Replacement Policy

The Board directed Management to begin replacing plants on a regular basis.

City Fence Repairs on Madison Street

The Board discussed the proposal submitted by the City of La Quinta for fence repairs on the city owned fence.

Ms. Brill moved, Mr. Dolenga seconded directing David Peters to write a letter to the City of La Quinta reminding them of their obligation to repair their own property. Motion carried unanimously.

Emergency Action Procedures/Policy

The Board discussed emergency action procedures taken by the Manager during an emergency situation. Additional recommendations were given to the Manager to consider when handling emergency situations. The Board left the policy within the Manager's discretion.

Damaged Palm Tree Replacement Proposal

This item was tabled by the Board until the results of the landscape survey to homeowners are received.

Budget for Landscape Plans, Framework for Landscape Architect, Estimated Timeline for Landscape Master Plan, Homeowner Survey

The Board reviewed the information provided in the packet from Mr. Dolenga and discussed the agenda item. *Ms. Brill moved, Mr. Evans seconded to send a survey out to the homeowners with 6-10 questions regarding the landscape. This survey is intended to give guidance to the Landscape Architect. The Board agreed to send the survey to all email addresses on file with the Master Association. Ms. Murr, Ms. Brill, Mr. Evans and Mr. Dolenga will work on the survey together and send to the Landscape Oversight Committee for review and comment and then to the Board for final review. Management will then coordinate sending it out to the homeowners by September 16. Motion carried unanimously.*

Discussion on PGA Boulevard Palm Trees

The Board discussed the palm trees on PGA Boulevard. *Ms. Brill moved, Mr. Evans seconded to approve the Directive to Landscape Architect stating The Board of Directors and overall paradigm which premeditates PGA WEST is the concept that the Washington Robustas will be incorporated in any redesign. That stated, the Board is not 100% locked into any redesign concept. Motion carried unanimously.*

SIGNATURE DEVELOPMENT UPDATE:

Update on Development

The Board reviewed the information presented in the packet.

CVWD Easement Area – Fence Proposal

The Board discussed the fence to be installed along the Boulevard where the Signature wall meets the existing Master Association wall. *Ms. Brill moved, Mr. Evans seconded to approve the fence on page 203 of the packet to include a metal or mesh backing. Color to be painted Teddy Bear to match the perimeter wall. Height of the fence to be determined. Signature to pay for all costs associated with the fabrication and installation of the fence to include screen landscaping in the front of the fence. Motion carried unanimously.*

PGA Boulevard – Cal West Street Repair Obligations

The Board discussed Cal West's repair obligations for PGA Boulevard. *The Board directed David Peters to summarize the information contained in the Development Agreement for review by the Board at the next meeting.*

CORRESPONDENCE:

The Board reviewed the correspondence.

NEXT MEETING DATE:

The next Board meeting is scheduled for October 1, 2015.

ADJOURNMENT:

With no further business to be brought before the Board, the meeting adjourned at 7:40 P.M.

Respectfully submitted,

Deborah Brill, President **Date**
As prepared by The Management Trust