

**PGA WEST MASTER ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 14, 2016**

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, January 14, 2016 2:00 P.M. at the PGA WEST Private Clubhouse, 55955 PGA Blvd., La Quinta, CA 92253. A quorum of the members were present.

MEMBERS PRESENT:

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

MEMBERS ABSENT: None

ALSO PRESENT:

David Peters, Esq. – Peters & Freedman

John Beaman and Michelle Howard representing The Management Trust.

CALL TO ORDER:

The meeting was called to order by President, Deborah Brill at 2:07 P.M.

PRESIDENT'S REPORT

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

OPEN FORUM:

One homeowner spoke during the forum, topics included: landscape design, Scott Easton was present to address any questions or concerns regarding the CareerBuilder Tournament, how to report maintenance issues to the Association.

CONSENT AGENDA:

Approval of Board Minutes

1. December 3, 2015

Financials

2. Financials reviewed: balance sheet, comparative income statements, reserve expense summary and certificates of deposit from the operating and reserve accounts for the period ending November 30, 2015.

3. Community Services Report – Minutes dated November 18, 2015
4. Compliance Committee Report – Minutes dated November 17, 2015
5. Landscape Committee Report – Minutes dated November 9, 2015.
6. Community Services Report – December 2015

Ms. Brill moved, Ms. Murr seconded to approve and accept the consent agenda to include items 1 through 6. Motion carried unanimously.

MANAGEMENT REPORT:

Michelle Howard presented her management report that consisted of requests as follows:

- **Sign Color for The Residence Club** - *A motion was made, seconded and carried to approve the color of the signage requested by The Residence Club as presented – Pantone 1685C (Dark Rust). Motion carried unanimously.*
- **Sign Design from Monterra** – *A motion was made, seconded and carried to approve the following: 1) Signs should be worded as “Sales Gallery”, 2) 5-6 signs will be allowed to place on the boulevard with the Master Association General Manager indicating the placement of signs, signs may remain in place until the closure of the sales gallery at the Tournament Clubhouse. Motion carried with Ms. Brill, Mr. Evans, Mr. Dolenga, Ms. Sturgill, Ms. Murr and Mr. Roehrkasse in favor, and Mr. Moore opposed.*
- **CVWD Water Bill Usage Information for December 2015** - Management provided the following information:
 1. 10543 Master Account - Water efficiency was in a “penalty” status for the month in the amount of \$497.28. The number of gallons used for this penalty was 296 gallons.
 2. 10542 Master Account - Water efficiency was in a “penalty” status for the month in the amount of \$582.32. The number of gallons used for this penalty was 346.61 gallons.
 3. 10465 Master Account – Water efficiency was in a “penalty” status for the month in the amount of \$3,700.72. The number of gallons used for this penalty was 2,202.80 gallons.
 4. The remainder of water bills for the month were in an “efficient” status.

UNFINISHED BUSINESS:

CC&R/Bylaws Revision/Amendment

Ms. Brill moved, Ms. Sturgill seconded to table this item for the February 4, 2016 meeting. Motion unanimously carried.

Replacement of Wall Caps (Norman)

General Discussion. *Ms. Brill moved, Ms. Sturgill seconded to authorize Monarch Maintenance to remove one (1) wall cap in a conspicuous location within the Fairway’s community. Monarch Maintenance shall provide a write up of what is inside the wall pillar (hollow or concrete) with supporting photos for Board review. Motion carried unanimously. **This item to be placed on the February 4, 2016 agenda.*

**Management was directed to do the following in relation to the wall cap replacement project:

- Note the contractors responsibility of damage to common area during the project.
- Obtain warranty information from each vendor on the installation and materials.
- Check references on all companies who supplied a proposal for removal/installation and hauling.

Proposal for Clean Out of Storm Drains

Mr. Dolenga moved, Ms. Murr seconded to approve the proposal from M & M Sweeping in the amount of \$2400.00 for clean out of storm drains as indicated on the map as presented. Motion carried unanimously.

Proposed Transponder Fee Policy

General Discussion. *Ms. Brill moved, Ms. Murr seconded to table this item for the February 4, 2016 meeting. Management to obtain Legal Counsel's input on the policy and recommended amendments. Motion carried unanimously.*

PGA WEST Logo Painting

General Discussion. Update provided by Penni Sturgill on behalf of the Landscape Committee.

NEW BUSINESS:

2016 Annual Meeting Date

Ms. Brill moved, Mr. Evans seconded to approve the date of Monday, April 11, 2016 at 3:00pm for the 2016 Annual Meeting & Election of Directors. Further moved, the Annual Meeting shall be held at the Private Clubhouse. Motion carried unanimously.

Proposed Annual Meeting Timeline

Ms. Brill moved, Mr. Evans seconded to approve the Annual Meeting Timeline as amended with the following notations: 2/29/16 – Prepare ballot for Inspector of Election to review, 3/7/16 – Election materials to be mailed to the membership. Motion carried unanimously.

Request to Serve Form

Mr. Evans moved, Mr. Dolenga seconded to delegate Mr. Dolenga to make revisions for review by Legal Counsel Dave Peters on the Request to Serve Form. Motion carried unanimously.

Appointment of Inspector of Election (IOE)

Mr. Roehrkasse moved, Ms. Sturgill seconded to appoint David Peters as Inspector of Election for the 2016 Election of Directors. Further moved, that all ballots shall be sent to The Management Trust, Desert Division office on behalf of the IOE. Motion carried unanimously.

Stadium Fountain – Replace Filtration Pump & Motor

Mr. Dolenga moved, Mr. Evans seconded to approve the proposal from Pristine Pools Service & Repair in the amount of \$895.00 for the replacement of a filtration pump and motor. This expense shall be paid from the Reserve account. Motion carried unanimously.

Norman Exit Gate – Installation of New Loops

Mr. Dolenga moved, Ms. Brill seconded to approve the proposal from Mercer’s Low Voltage, Inc. in the amount of \$2, 150.00 for installation of new loops at the Norman exit gate on Airport Boulevard. Motion carried unanimously.

Purchase of New Generator for Palmer Gatehouse

Ms. Brill moved, Mr. Roehrkasse seconded to approve the purchase of a new generator for the Palmer Gatehouse in an amount not to exceed \$500.00 plus tax. Further moved, that Mr. Dolenga be authorized to locate a generator at a comparable wattage/price on Amazon Prime. Motion carried unanimously.

Proposal for New Landscape Installation around Transmission Box at Norman Gate

Ms. Brill moved, Mr. Evans seconded to approve the proposal from Hort Tech in the amount of \$720.00 for installation of landscape around a transmission box at the Norman Gate. Motion carried unanimously.

Proposal for Transponder Reader to be on a Dedicated Breaker

Mr. Dolenga moved, Ms. Brill seconded to approve the proposal from Roto Lite in the amount of \$1,110.00 for the transponder reader to be on a dedicated breaker.

Gate Audio/Video AV System

No action taken. Project was deferred to management for completion.

Replacement of (10) Underwater Light Fixtures at (3) Gatehouses

No action taken. Project was deferred to management for completion.

Feasibility Study on the Walking/Cart Path between Signature and Stadium

No action taken. Project was deferred to management for completion.

Monterra Development

Executed Landscape Plan with Amendments. Information only, no action necessary.

Signature Development – Update

General Discussion. Operation and Maintenance Manual was provided to the Board as a supplemental document. The Fairways must revise this document to outline only the maintenance responsibility of the Master Association for Board review and consideration. This item to be placed on the March 2016 agenda.

*As of December 16, 2015, the Signature Development has a manned gate, 24 hours a day.

Owner Correspondence

Ms. Brill moved, Ms. Murr seconded to direct management to send a response letter to the homeowner on behalf of the Master Association in regards to their inquiry of the painting project. Motion carried unanimously.

NEXT MEETING DATE:

The next Board meeting is scheduled for February 4, 2016.

ADJOURNMENT:

With no further business to be brought before the Board, the meeting adjourned at 4:38 P.M.

Respectfully submitted,

Russell Roehrkass, Secretary/Treasurer

Date

As prepared by The Management Trust