

**PGA WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 7, 2016**

**MINUTES**

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, April 7, 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
Russell Roehrkas	Vice President
Sarah Murr	Secretary/Treasurer
Penni Sturgill	Director
Dick Moore	Director
Gary Dolenga	Director
Gary Thorne	Director

**MEMBERS ABSENT:** None.

**ALSO PRESENT:**

David Peters, Esq. – Peters & Freedman

Lynn Gilliam, Brionna Guerrero and Michelle Howard representing The Management Trust.

**CALL TO ORDER:**

The meeting was called to order by President, Deborah Brill at 2:04 P.M.

**PRESIDENT'S REPORT**

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

**OPEN FORUM:**

Four (4) homeowners spoke during the forum. The items addressed were:

1. Norman Residential double assessment and when will a change take place.
2. Signature's responsibility to repair PGA Boulevard.
3. Proposed Landscape Design – Cost of design, design concepts and design options.
4. Vendors speeding and the purchase of a new radar gun.
5. Children driving golf carts in the community.

**DESERT CLASSIC CHARITIES**

Scott Easton attended the meeting and provided an update on the success of the CareerBuilder Tournament that occurred in January 2016.

**CONSENT AGENDA:**

**Approval of Board Minutes**

1. March 3, 2016 as presented.

**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 February 2016. \*\*Management was directed to provide notes of any adjustments that are made to the monthly financials.
3. Community Services Report – Minutes dated February 24, 2016
4. Landscape Committee Report – Minutes dated February 8, 2016
5. Community Services Director Report – February 2016

*Ms. Brill moved, Mr. Dolenga seconded to approve and accept the consent agenda to include items 1 through 5. Motion carried unanimously.*

**MANAGEMENT REPORT:**

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

- Management request direction from the Board on mailing the Proposed Draft of the Combined Community Rules and Proposed Draft of the Election Rules. The consensus of the Board agreed that both of these documents could be mailed out with the 2015 Audit information at the end of April 2016.
- Water Usage Report for March 2016.
- Transponders Issued for the Month of March 2016.
- Scheduled Dates for Coachella & Stagecoach Festivals.
- Proposals Authorized by Management

**UNFINISHED BUSINESS:**

**Proposed Revision to Landscape Committee Charter (Sturgill)**

General Discussion. Ms. Sturgill moved, Ms. Brill seconded to approve the Landscape Committee Charter as revised. Motion carried with Ms. Sturgill, Ms. Brill, Ms. Murr, Mr. Thorne and Mr. Roehrkasse in favor, Mr. Moore and Mr. Dolenga opposed.

**Proposed Revision to the Transponder Policy and Proposed Fee Schedule**

General Discussion. Mr. Thorne moved, Mr. Roehrkasse seconded to approve the policy as revised. Motion carried unanimously.

**Community Services Committee – Meeting Date Change for Board Liaison**

General Discussion. Management was directed to note on the upcoming Community Services Committee meeting agenda a discussion for changing the monthly meeting date. Russ Roehrkasse is available on Tuesday's and Thursday's in the afternoon. Should Russ not be available to attend the upcoming meeting, Dick Moore will attend in his place.

**Proposed Landscape Renovation Design by H.S.A. – Front Entrance (PGA Boulevard & 54<sup>th</sup> Street)**

General Discussion on the following topics (Dolenga):

- a. H.S.A. PowerPoint Presentation – Copies for Directors
- b. Homeowner Survey Process – Front Entrance Landscape
- c. 3<sup>rd</sup> Landscape Option by H.S.A.
- d. Front Entrance Landscaping – Homeowner Option Presentations
- e. Front Entrance Design Options/Concepts Displayed at Clubhouses
- f. Town Hall Meeting – What did the Board learn from the Member comments and questions

Legal Counsel Dave Peters stated that the front entrance landscape renovation is not considered a capital improvement due to the project being a refurbishment of the existing area and structure.

The Association will send out one (1) survey per household in the community, the survey document shall be updated with correct notations on the bullet points and design elements noted, the survey will include a selection box for owners to select their preferred design and owners will have 30 days to return their completed survey in a return envelope that notes the homeowner's PGA WEST property address and signature. Gary Dolenga and Dick Moore will review the bullet points on the survey before it is sent to the homeowners.

**NEW BUSINESS:**

**Insurance Renewal for 2016/17 Year from AJ Gallagher & Company**

General Discussion. Management provided an additional proposal from Prendiville Insurance Agency for the Board to review with a comparison spreadsheet of both policies. Mr. Dolenga moved, Ms. Sturgill seconded to authorize Russ Roehrkasse and Deborah Brill to make the determination on the insurance renewal once the proposals have been reviewed by Jim Cox. Motion carried unanimously. \*\*Management was directed to obtain a copy of the current 2015/16 policy and provide it to Russ Roehrkasse to compare to the proposed policies.

**2015 Draft Audit from Brabo & Carlsen, LLP, CPAs**

General Discussion. Mr. Dolenga moved, Ms. Brill seconded to approve the draft audit subject to income tax adjustments. Motion carried unanimously. \*\*Management was directed to obtain information from Automation Pride and Mercer's Low Voltage for the 2015 and 2014 years and provide to Russ Roehrkasse and Brabo's office for the income tax adjustments.

**Dave Peters Memorandum dated 10/7/2015 – Sladden Engineering Report (Dolenga)**

General Discussion. Mr. Thorne moved, Ms. Sturgill seconded to obtain two (2) proposals for repair to PGA Boulevard. Further moved, that the proposals must obtain pictures. Motion carried unanimously.

**Signature Development Agreement – Monthly Management Report, Page #6 (Dolenga)**

General Discussion. Management was directed to obtain an itemized breakdown of expenses based on the \$100,000 deposit for Signature/Cal West Communities and provide this information to the Board for the May 5, 2016 meeting in the Manager's Report.

**Directors Request to Inspect & Copy Records (Dolenga)**

General Discussion. Legal Counsel Dave Peters stated that homeowner email addresses are not part of the information that may be provided to anyone who requests an Owner's List. The Owner's List must contact the name and address of the homeowner(s). A contact telephone number may be provided if that information is available.

**Authorization on Posting Documents/Information on the Association Website (Dolenga)**

General Discussion. No action taken.

**Mountain Lights (Moore/Dolenga)**

General Discussion. Management was directed to obtain the contact information for the company who installed the LED mountain lights from Penni Sturgill and/or Dick Moore. Management shall contact the company in reference to the rusted LED mountain lights and inquire about the warranty (currently 2 years in the warranty period). Management shall contact Monarch Maintenance for a proposal for lens cleaning and painting of the body of the lights. Roto Lite to assess the lights that are in place with Andy Olsen.

**PGA Boulevard Repair (Dolenga)**

General Discussion. No action taken.

**Peninsular Bighorn Sheep at PGA WEST (Brill)**

General Discussion. A consensus of the Board agreed that they are not interested in meeting on this matter. Deborah Brill will communicate this response/information to Katie Barrows with Coachella Valley Association of Governments.

**MONTERRA DEVELOPMENT UPDATE**

Management requested update from Steve Zabala and no information was provided.

**DEVELOPMENT UPDATE**

Per Liz Belloso with California West Communities, update information was provided:

- SIGNATURE Construction has started on phase 2 in Villas, Haciendas and Estates. Homes will be ready for delivery in September/October.
- The last of the concrete streets within the Villas will be poured this month, with completion scheduled by the end of April. All asphalt streets were completed last winter.

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- The perimeter wall at the storm drain crossing will be complete within the next couple of weeks.
- The golf cart gate and pedestrian gate between Signature and the Tournament Clubhouse parking lot is under construction. California West, the golf club and the Master Association are coordinating this effort.

**NEXT MEETING DATE:**

The next Board meeting is scheduled for May 5, 2016.

**ADJOURNMENT:**

With no further business to be brought before the Board, the meeting adjourned at 5:52 P.M.

**Respectfully submitted,**

**Sarah Murr, Secretary/Treasurer**

**Date**

As prepared by The Management Trust