

PGA WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 9, 2016

MINUTES

A meeting of the Board of Directors of the PGA WEST Master Association was held on Tuesday, November 9, 2016 at 1:00pm at the PGA WEST Private Clubhouse, 55955 PGA Blvd., La Quinta, CA 92253. A quorum of the members was present.

MEMBERS PRESENT:	Deborah Brill	President
	Gary Thorne	Vice President
	Russ Roehrkasse	Secretary/Treasurer
	Penni Sturgill	Director
	Dick Moore	Director
	Gary Dolenga	Director
	Wayne LeBlang	Director

MEMBERS ABSENT: None.

**ALSO PRESENT:**

David Peters, Esq. – Peters & Freedman

John Beaman - The Management Trust  
Ryan Hamilton – The Management Trust

**CALL TO ORDER:**

The meeting was called to order by President, Deborah Brill at 1:12 pm

**PRESIDENT'S REPORT:**

Ms. Brill reported that the Board met in Executive Session that morning and conducted General Manager interviews, awarded a pavement repair/replacement contract for PGA Boulevard, and renewed the Hort Tech landscaping services contract for 2017.

**OPEN FORUM:**

Thirteen (13) homeowners spoke during the forum. The items addressed were:

1. Board composition
2. Ways to save money
3. Need to keep landscaping updated to help preserve home values
4. Lack of information on recall issues
5. Legal authority governing the Master Association
6. Front landscape plan
7. Posting committee minutes and financials
8. Personal email attack

**CONSENT AGENDA**

Approval of Board Minutes

1. October 11, 2016

#### Reports

2. Gates and Patrol Committee Report – Minutes dated October 19, 2016
3. Landscape Committee Report – Minutes dated October 25, 2016
4. Community Services Director Report Summary – September 2016

#### General Discussion.

Mr. Thorne moved, Mr. LeBlang seconded to approve and accept the consent agenda to include items 1, 2, 3, and 4. Motion carried unanimously.

### **FINANCIAL REPORTS**

#### September 2016 Financial Statements

There was general discussion regarding the financial statements. Mr. Dolenga noted that funds may need to be reallocated for the Reserves for Streets.

Mr. LeBlang moved, Mr. Thorne seconded to accept the financial reports for month ending September 2016. Motion carried unanimously.

### **MANAGEMENT REPORT**

John Beaman presented his management report for October 2016 that consisted of the following items:

1. The installation of the holiday lights has been completed.
2. The inspection of the gatehouses for repairs has been completed.
3. The update of Homeowner files was completed.
4. The Monterra gate landscaping was inspected prior to turnover and two test holes for the wall footings has been contracted.
5. Assisted with the RFP, notifying bidders, and bid walk for the PGA Boulevard pavement repair/replacement project.
6. Gatehouse AC routine maintenance was contracted.
7. Completed initial screening and interviews for a new General Manager.

### **UNFINISHED BUSINESS**

#### Front Entrance Design

Ms. Sturgill reviewed the cost projections for the various options. Mr. Moore explained the details of the Sunshine option.

**Mr. Thorne moved, Ms. Brill seconded to approve Option 3 concept ;with Designs by Kaveh in coordination with Penni and the Landscape Committee to execute and value engineer with a not to exceed of \$500,000 (includes Kaveh's fee) plus 15% contingency fee and a contract with Roto-Lite to install lights with a not to exceed of \$40,000. Motion passed 4-3 (Moore/Dolenga/LeBlang).**

#### Recall Update

Inspector of Election reported that quorum had not been reached but the ballots would be counted and the vote tally reported.

Vincere Industries Contract

The original proposal for the Nicklaus gatehouse renovation included additional locking cabinets that were left out of the contract approved last month. These cabinets are needed and increase the contract by \$1,000.

**Ms. Sturgill moved, Mr. Thorne seconded to approve the revised contract with Vincere Industries totaling \$24,4543 for renovation of the Nicklaus gatehouse. Motion passed unanimously.**

Compliance Process Change

Ms. Brill moved to table to the next meeting.

PGA Boulevard Pavement Repair/Replacement

Mr. Dolenga reviewed the project and contract the Board approved.

**NEW BUSINESS**

Water Usage Plan

General discussion about the impact of not overseeding Airport and Monroe to conserve water and the desire to keep a greener look.

**Ms. Sturgill moved, Ms. Brill seconded to pursue Option 3 for 2017. Motion passed unanimously.**

Approval of 2017 Reserve Study

It was noted that the Reserve Fund is 81.2% funded.

**Mr. Brill moved, Mr. Thorne seconded to approve the 2017 Reserve Study. Motion passed unanimously.**

Approval of 2017 Budget

Ms. Sturgill requested additional money be added for water and flowers. Board agreed to add \$5,000 for Winter Flowers and \$22,000 for Water to match projections.

**Mr. Roehrkasse moved, Mr. Thorne seconded to approve the 2017 Budget with the additions for flowers and water. Motion passed unanimously.**

Installation of Antenna to Improve Radio Communication

Board agreed to table.

Griffin Ranch Golf Cart Access

PGA West Club members who live in Griffin Ranch would be given golf cart access so they could avoid driving on Madison and Avenue 54. They would be treated like vendors and pay vendor rates and produce proof of insurance plus pay a \$25 fee.

**Mr. Roehrkasse moved, Mr. Thorne seconded to approve access at all gates per the recommended conditions. Motion passed 6-1 (Moore).**

Renovation of 58<sup>th</sup> and Black Diamond Landscape Contract

**Ms. Sturgill moved, Mr. Thorne seconded to approve a contract with Hort Tech to renovate the landscaping at the Black Diamond gate with a not to exceed of \$30,000. Motion passed 5-2 (Moore/Dolenga)/**

Emergency Notification

The ability to send email or text notifications exists in Dwelling Live and can be activated for no additional cost.

**Ms. Roehrkasse moved, Ms. Sturgill seconded to approve activating the emergency notification function to be administered by the Director of Security with backup by the General Manager. Motion passed unanimously.**

Review of Gates and Patrol Committee Charter

**Mr. Roehrkasse moved, Mr. Thorne seconded to approve the revised Gates and Patrol Committee Charter as amended. Motion passed unanimously.**

Mountain Lights Discussion

Board agreed to table to next meeting.

NEXT REGULAR SESSION BOARD MEETING – Thursday, December 1, 2016

ADJOURNMENT

With no further business, the meeting adjourned at 4:21pm.

Respectfully submitted,  
Russ Roehrkasse, Secretary/Treasurer  
As prepared by The Management Trust

Date