

PGA WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 2, 2017

MINUTES

As Amended

A meeting of the Board of Directors of the PGA WEST Master Association was held on Thursday, March 2, 2017 at 2:00pm at the PGA WEST Tournament Clubhouse, 56150 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  
Scott Randall – General Manager  
John Beaman - The Management Trust  
Ryan Hamilton – The Management Trust

**CALL TO ORDER:**

The meeting was called to order by President Deborah Brill at 2:10 P.M.

**PRESIDENT'S REPORT:**

Ms. Brill thanked Director Roehrkasse and his subcommittee for their efforts in closing out the 2016 fiscal year. She provided an update on the PGA Boulevard paving project, indicating that the finishing treatment and re-striping components are currently out for bid; and the work is scheduled for completion in late April. She also asked for civil and respectful dialogue during the upcoming Board elections.

**OPEN FORUM:**

One (1) homeowner spoke during the forum, inquiring about recent tree trimming and the schedule for the PGA Boulevard entrance work.

**CONSENT AGENDA**

Approval of Board Minutes

1. February 2, 2017 – Regular Meeting

Reports

2. Landscape Committee – January 12, 2017
3. Gates and Patrol Committee – January 25, 2017

#### 4. Community Services Director Report Summary – February, 2017

Mr. Pantenella gave a short presentation on some of the most significant statistics contained in his monthly report, including an increase in reported crimes and an expanded emphasis on addressing open garage doors.

**Ms. Brill moved, Mr. Thorne seconded to approve the consent agenda as presented. Motion carried unanimously.**

#### **FINANCIAL REPORTS**

Mr. Roehrkasse introduced the financial statements for December, 2016 and January, 2017, stating that there were discrepancies which will require adjustment. He will be meeting with the Controller at TMT to resolve these issues. **Thus, Mr. Roehrkasse moved, Mr. Moore seconded that acceptance of both the December 2016 and January 2017 financial statements be tabled. Motion carried unanimously.**

#### **MANAGEMENT REPORT**

Scott Randall presented the General Manager's Report which consisted of the following items:

1. End-of-year financial reconciliation
2. Engagement of utility audit
3. CVWD inspection
4. Ratification of Combined Community Rules
5. Project Update

It was recommended that additional street patching be completed prior to the finishing of PGA Boulevard. **It was moved by Director Dolenga, seconded by Director Sturgill and approved unanimously that the General Manager be authorized to identify those areas on PGA Boulevard that require additional patching and to engage United Paving to complete this work; up to a maximum expenditure of \$10,000.**

#### **UNFINISHED BUSINESS**

##### Status Report on PGA Boulevard Entrance Design

Director Sturgill reviewed five new graphics that depict the revised project scope. She stated that new concept drawings should be presented to the City by mid-month after which final construction plans and bid specifications will be prepared and distributed.

##### Approval – Bids for Replacement of Mountain Lighting

Mr. Randall introduced information from a new vendor to replace the high pressure sodium bulbs with a more energy-efficient LED fixture. The proposed unit cost has been reduced by more than \$650 per lens; and the warranty period has been extended from five years to ten years. Director Moore expressed concern about the Calvin output of these lights, wanting to ensure that the 'amber' ambiance be maintained. **It was moved by President Brill, seconded by Director Thorne and approved unanimously that the General Manager be authorized to arrange with Horizon Lighting for the installation of two (2) demonstration lighting units so that the Board can assess its preferred lighting option.**

##### Information – 2017 Board of Director Election and Annual Meeting Calendar

Mr. Randall introduced the agenda item; announced that six property owners have submitted their credentials and will be placed on the 2017 ballot; and reviewed the timeline for the balance of the election process. Mr. Peters responded to questions about the election rules.

## **NEW BUSINESS**

### (NEW) Motion to Amend February 2, 2017 Minutes

Director Dolenga stated that he had asked for an attachment he shared with the General Manager at the February 2 meeting to be added the meeting minutes. After substantial discussion, **Director Dolenga moved, and Director Moore seconded, to amend the February 7 meeting minutes by incorporating his attachment. The motion was defeated by a vote of 2-5 (Dolenga and Moore).**

### (NEW) Motion to Remove Names from 2017 Ballot

**Director Dolenga, seconded by Director Moore that Deborah Brill and Gary Thorne be removed from the 2017 ballot due to a violation of the Association's By Laws.** Inspector Peters immediately ruled that he would not consider such a motion. After further discussion, **the motion was defeated by a vote of 2-5 (Dolenga and Moore).**

### Approval – Interior Renovation of Stadium Gatehouse

Director Sturgill introduced the recommendation to remodel this facility; reviewing the scope of work; and proposed cost. **It was moved by President Brill, seconded by Director Roerkasse and approved unanimously that a contract be approved with Vincere Industries for the renovation of the Stadium Gatehouse, in the amount of \$18,710; with the expense to be charged to the Reserve Fund.**

### Approval – Annual Summer Color

Director Sturgill explained the Landscape Committee recommendation to exclusively plant Vinca; and that upon further review, recommended that only one color be planted this year. A question was raised about the unit price being paid and staff was directed to confirm that the quoted price is the lowest being offered this year. **Director Thorne moved, seconded by Director Sturgill that the proposal from Armstrong Growers, for the purchase of 1,043 flats of flowers, at a total price not to exceed \$11,962.62 be approved. Motion carried unanimously.**

### Approval – Landscape Screening of Electrical Boxes

Director Sturgill introduced this new project being proposed by the Landscape Committee. **Director LeBlang moved, seconded by President Brill that the proposal of Hort Tech to install landscape screening of 14 utility boxes, at a total cost not to exceed \$8,025.68. Motion carried unanimously.**

### Approval – Staff and Access through Monterra Gate by Woodbridge Pacific

Mr. Randal introduced the request of Woodbridge Pacific to allow limited access by prospective purchasers and realtors into the Monterra Subdivision. **Director Roerkasse moved, seconded by Director Dolenga to approve the request of Woodbridge Pacific to temporarily staff and provide access through the Monterra Gate, subject to the conditions recommended by staff. Motion carried unanimously.**

### Approval – Troon Gate Repairs

**Director Roehrkasse moved, seconded by Director Moore, to approve the proposal of Hughes Classic Door and Gate in the amount of \$9,200; with the expense to be paid from the Reserve Fund. Motion carried unanimously.**

Discussion – Proposed By Law Amendment

Mr. Peters summarized his draft By Law amendment. Following substantial discussion **it was moved by Director Thorne and seconded by President Brill that the effective date of the proposed amendment would be the 2018 Annual Meeting; that terms of the five board members would be staggered so that no more than three members would be up for replacement at any one time; that the method of selection of Association representation would be left to the discretion of each Association; that the term limits would be increased from four consecutive years to six years (from two terms to three terms) while maintaining a minimum two year gap following a Director's term limit; and that it was the Board's desire to present this By Law amendment to the property owners in conjunction with the 2017 Board elections. Mr. Peters was directed to complete a re-write of the proposed By Law amendment and distribute it to the Board immediately for review. Motion was approved unanimously.**

Information – Summary of Costs Incurred / Recall Election

At the request of President Brill, a report was prepared that showed total expenses incurred of \$37,996.

Discussion – Selection of Front Entrance Bidders

Director LeBlang asked to include the four existing contractual landscapers to the list of prospective bidders. Director Roehrkasse indicated that they would be included.

Discussion – A Directors Right to Review Records

Director Dolenga expressed his interest in seeing documents being prepared by a vendor on behalf of the Association. **It was moved by Director Dolenga, seconded by Director Moore that all working documents and RFPs be shared with the Board prior to being released to vendors. Motion was defeated 2-5 (Dolenga and Moore).**

NEXT REGULAR SESSION BOARD MEETING – Thursday, April 6, 2017.

ADJOURNMENT

With no further business, the meeting adjourned at 4:45 pm.

Respectfully submitted,

Date:

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