

**PALM DESERT COUNTRY CLUB ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Palm Desert Country Club Association Board Room  
77-800 California Drive, Palm Desert, CA 92211  
February 21, 2017**

**A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, February 21, 2017 at 4:00 p.m. A quorum of Board members was present and business was conducted as is outlined herein.**

**DIRECTORS PRESENT:** Ron Crisp, President  
Josanne Smith, Vice President  
Angela Sacco, Secretary  
James Olsen, Treasurer – for the 6:00 p.m. Open Session  
Charles Ash, Director  
Kathleen O'Brien, Director

**DIRECTORS ABSENT:** James Olsen, Treasurer – for the 4:00 p.m. Open Session

**ALSO PRESENT:** Debbie Boss, General Manager, Steven Shuey, PCAM, CCAM representing Personalized Property Management. Steve Shuey was present for the 4:00 p.m. Open Session and the Executive Session at 5:00 p.m. but was not present at the 6:00 p.m. Open Session.

**HOMEOWNER'S PRESENT:**  
Phyllis Harkins, 77298 Missouri Drive, Palm Desert, CA  
Greg Clark, 42915 Wisconsin Avenue, Palm Desert, CA

**CALL TO ORDER:**  
Ron Crisp called the meeting to order at 4:00 p.m. and the Ballot counting for the Governing Documents Ballot Measure commenced.

The Board then adjourned to the Executive Session meeting which commenced at 5:00 p.m. where the minutes of the January 24, 2017 meeting were approved and Legal, Contract, Collection and Personnel matters were discussed.

The Executive Session adjourned at 6:00 p.m. and the Open Session reconvened at 6:06 p.m., Ron Crisp called the meeting to order and the results of the Ballot counting were announced. A quorum was not reached due to an insufficient number of Ballots received.

Following the announcement regarding the Ballot counting, *A motion was made by Charles Ash, seconded by James Olsen to approve and accept the agenda for this meeting as presented. The motion passed unanimous.*

**HOMEOWNER FORUM:**  
No comments.

**PRESIDENT'S REPORT:**  
No report.

## **SECRETARY'S REPORT:**

### **Minutes:**

*A motion was made by Charles Ash, seconded by Angela Sacco to approve the Minutes of the January 24, 2016 meeting. The motion passed unanimous.*

### **Disclosure of Executive Session:**

A disclosure of the Executive Session was made by Debbie Boss who indicated that there were Legal, Contract, Collection and Personnel matters discussed. No Member Discipline issues were discussed. The Executive Session meeting minutes for January 24, 2017 were approved.

## **TREASURERS REPORT:**

The Treasurer's report was given by Debbie Boss who reported that the Association's CPA, Chuck Beck is in the process of finalizing the December 31, 2016 financial reports and will be providing PPM with finalized documents so that they may prepare the January, 2017 financials. A financial report will be presented to the Board at the March 21, 2017 Board meeting.

Accounts Payable Procedures: It was noted that PPM prepares check runs twice per month. The Board agreed that two Board members must sign on all checks.

### **Collection Report:**

Collection matters were discussed in the Executive Session on February 21, 2017. It was noted that there are a number of delinquent accounts being worked on by the Association's Attorney.

## **MANAGEMENT & MAINTENANCE REPORTS:**

### **Old Business:**

Management Transition Report: Management reported on the success of the transition.

### **New Business:**

The following items were discussed:

1. Replacement Board Member Consideration: The Board discussed the need to solicit new Board members.
2. PDCCA Newsletter (1 Year Notice): The Board discussed the possibility of giving a one year advanced notice to eliminate the paper version of the newsletter (as a cost savings measure) and instead only provide an electronic copy available via the PDCCA website. It was noted that not all homeowners have access to computers. A suggestion was made to increase the number of advertisers which could help off-set the costs to produce the publication. Following discussion, no decisions were made.

**Management Report:**

1. Management reviewed the PDCCA Violation Report, the Architectural Request Report, Neighborhood Watch Crime Log Report, PDCCA Debit Card Purchase Report, Newsletter Advertiser List and Accomplishment Log with the Board for the period ending January 31, 2017.

**Committee Reports:**

None.

**NEXT MEETING:**

The next meeting is scheduled for Tuesday, February 21, 2017 at 6:00 p.m.

**ADJOURNMENT:**

With no further business to be brought before the board at this time, the Open Session meeting was adjourned at 6:49 p.m. on a motion made by Charles Ash, seconded by Josanne Smith. Unanimous.

**Respectfully submitted,  
Debbie Boss, Interim Community Association Manager  
Personalized Property Management Company**

<b>CERTIFICATE OF SECRETARY</b>	
I certify that I am a director of the <u>Palm Desert Country Club Association</u> , a California incorporated association. The foregoing is a true and correct record (minutes) of the meeting held by the Board of Directors of the Association.	
DATED: <u>3-21-2017</u>	
	Palm Desert Country Club Association A California Corporation
	BY: <u>Ron Crisp, President</u> Secretary or Director