

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
December 17, 2019

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, December 17, 2019 immediately following the Executive Session Meeting at 6:03pm in the Association's Board Room. A quorum of Board members was present and business was conducted as is outlined herein.

DIRECTORS PRESENT: Ron Crisp, President
Josanne Smith, Vice President
Krisie Lefave, Treasurer
Raymond Rieger, Director
Mary Kucala, Director
Kathleen O'Brien, Director

DIRECTORS ABSENT: Secretary, Vacant

ALSO PRESENT: Steven Shuey, PCAM, CCAM General Manager, Patricia Moeller, On-site Community Association Manager representing Personalized Property Management and homeowner Karen Scott.

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA:

Motion to approve the meeting agenda as presented was made by Mary Kucala, seconded by Josanne Smith. The motion was approved unanimous.

HOMEOWNER FORUM:

The following comments were made during open forum: There have been several break-ins on Michigan, Kansas and Wisconsin. It was reported that cameras mounted to the outside of the house to observe the yard were damaged. The board informed the homeowner that a Neighborhood Watch meeting has been scheduled for late February and to inform her neighbors of the upcoming meeting and encourage attendance.

PRESIDENT'S REPORT:

There was no report from the President.

SECRETARY'S REPORT:

Minutes:

After review, motion to approve the November 19, 2019 meeting Minutes as submitted was made by Mary Kucala, seconded by Ron Crisp. The motion was approved unanimous.

DISCLOSURE OF EXECUTIVE SESSION:

Today, at 5:00PM, prior to this meeting, an Executive Session Meeting was held which lasted about 1 hour. Discussion included contracts, discipline hearings and collection matters. The

Board requested that management attempt to contact the owners whose accounts are due to be foreclosed upon.

There was also discussion on giving the onsite staff a cash Christmas bonus. After discussion, Motion to approve giving four management staff a Christmas bonus totaling \$1,200.00 was made by Kathleen O'Brien, seconded by Raymond Rieger. The motion was approved unanimous.

TREASURER'S REPORT:

The Treasurer's report was given by Steven Shuey. The November 30, 2019 financial reports were reviewed in detail along with a one-page summary addressed to the Board. It was noted that the bank statements and reconciliations were reviewed. It was noted that the association is over budget for the year by \$50,680. This is due to lower income than projected in some areas along with extra maintenance than initially projected when the budget was prepared.

It was noted that there is an operating CDAR account in the amount of \$60,137.99 that matures every four (4) weeks. The Board has opted to allow the CDAR to continue to roll over into another four (4) week term.

After review, motion to accept the November 30, 2019 financial report and bank reconciliations as prepared was made by Ron Crisp, seconded by Josanne Smith. The motion was approved unanimous.

COLLECTION REPORT:

The Board reviewed the collection report and the following actions were taken. Management is to contact 3 homeowners with delinquent accounts and attempt to get the homeowner on an in-house payment plan.

COMMITTEE REPORTS:

Emergency Preparedness Committee - Chair, Raymond Rieger

It was noted the committee will continue to look into solar panels and backup generator for the association starting in January 2020. There was also discussion on the PPM University held at the hall and put on by the management company. Board members were encouraged to attend future sessions.

Neighbors Helping Neighbors Program for PDCCA - Chair, Kathleen O'Brien

No report was given.

Thanksgiving Potluck Dinner Wrap Up- Chair, Krisie Lefave

Chair, Krisie Lefave reported that the committee was \$161.00 over budget for the Thanksgiving potluck dinner. The event was well attended and it seemed that all had a good time. The committee received positive feedback from several homeowners and the board members. There was also constructive feedback on what could be done different to improve the event in future years. The committee would like to hold this event again next year. There was also discussion on increasing the budget amount for the event. No specific action was taken.

Request for Community Events- Krisie Lefave

Treasurer, Krisie Lefave has requested permission to start a Community Events Committee to put together events for the community for 2020. Krisie will get together with management and come up a list of events for 2020 to be presented at the next board meeting.

CURRENT BUSINESS:

Alice Marble Hall Issues-Window Treatments

The Board reviewed window treatment brochures from Lowes. Management explained that Lowes needs to know what style of window treatments the Board is looking to install before measurements can take place and a proposal can be submitted. Several styles were reviewed. It was determined that various styles offered would be "high maintenance" and not recommended for this application. Following discussion it was agreed to have management work to have the existing vertical blinds repaired at a reasonable price.

Spa Change Order Approval Ratification

After removal of the plaster in the spa it was brought to the attention of management that the seat in the spa and bottom step fell apart and needed to be rebuilt. The change order was \$2,800 and needed immediate approval. Management received approval from the President, Ron Crisp. After discussion, Motion to ratify the approval of the spa change order in the amount of \$2,800 was made by Raymond Rieger, seconded by Krisie Lefave. The motion was approved unanimous.

Status on Pool/Spa Refurbishment

The pool/spa refurbishment is nearly complete. There is hope that the pool and spa will be open for the New Year.

New Election Rules

The updated election rules were received in PDF format not yet in final form. There was a recommendation that when a document of the association is rewritten by others that the association receive a copy of the document in word format so that final formatting adjustments can be made without additional expense. It was agreed this is a good policy.

NEW BUSINESS:

Hiring of Andrew Crisp by Personalized Property Management for HOA Maintenance

It was noted that Andrew Crisp is the son of association president, Ron Crisp. After discussion, Motion to approve of Personalized Property Management hiring Andrew Crisp for association maintenance was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved with 5 ayes and 1 abstain. President, Ron Crisp abstained from the discussion and the vote.

ADA Compliance Proposal for the Restrooms at the Alice Marble Hall

Management needs more time to obtain additional proposals for the work needed at the Hall and attached restrooms. Management informed the Board that the approved ADA signage has been received and will be installed.

Installation of Smoke Detectors, Exit Signs and Address Numbers at School Building

The Fire Marshalls office performed an inspection on the School Class Rooms and noted that the rooms needed to have smoke detectors installed in each classroom, an "Exit" sign above each door and visible address numbers on the outside of the building. The Exit signs and address numbers have been installed. The smoke detectors will be installed before the end of the week. It was noted that this was an HOA expense as owner of the building rented by the school.

CPR Class for Board Members

Management was approached by a homeowner who is a Certified CPR and First Aid Instructor who has offered to teach a CPR and First Aid Class for the Board Members. The only cost would be \$10 for the certificate of completion card. There was also discussion on having another class for any homeowner that would like to be certified in CPR & First Aid. Management was directed to arrange a date for the training.

Newsletter Policies

In order to prevent misunderstandings of any kind, it was indicated that a policy should be established regarding the use of individual names of committee or board members with respect to announcements, advertisements or news articles about association sponsored events. A policy was developed for the board's consideration which reads:

When articles, announcements or advertisements are published in the association newsletter on behalf of the community, the sponsor shall be named as "the committee" or "the association" and not the name of an individual person on the committee or board. Further, the appearance of the article, advertisement or announcement should not have a similar appearance, logo or likeness of any paid advertisers so as not to have an appearance that the advertiser is receiving unintended recognition with the published item. If recognition is to be given to the members of the committee or board members, all shall be named, not just the chairman of the committee.

There was discussion on the recommended policy. It was agreed the policy is subject to modification as situations dictate. The intent is to prevent the appearance of a conflict of interest. The staff has been directed to follow and implement and follow the new newsletter policy.

Re-Appointment of Officers

There was discussion on the need to have the Secretary position filled and to reappoint officers. After discussion, Motion to appoint Mary Kucala to the Secretary position was made by Krisie Lefave, seconded by Raymond Rieger. The motion was approved unanimous.

Board Member Appointment

The Board members do not have a homeowner in mind to appoint to the Board to fill the vacancy.

Neighborhood Watch Meeting

Staff was requested to coordinate a meeting with City Officials to inform homeowners and share concerns about activities in the community.

A Neighborhood Watch Meeting has been scheduled for Friday, February 21, 2020 at 6:00pm at the Alice Marble Hall.

2020 Legal Update

The Board members have been registered for the 34th Annual Legal Update that will be held on January 10, 2020 at Sun City Palm Desert.

Management Reports:

The Management reports for the period ending October 31, 2019 which consisted of the Operations Report, Action Item List, a list of Completed Projects by Andrew, Violation Report, the Architectural Request Report, and Closed Escrow Report were reviewed.

After review, Motion to accept the Management Reports as prepared by Management was made by Josanne Smith, seconded by Krisie Lefave. The motion was approved unanimous.

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, January 21, 2020 immediately following the 5:00pm Executive Session Meeting. The Homeowners Open Forum starts at 6:30 p.m.

ADJOURNMENT:

With no further business to be brought before the board and upon a motion made by Josanne Smith, seconded by Krisie Lefave and unanimously approved, the meeting was adjourned at 7:45 p.m.


Respectfully submitted,
Patricia Moeller, Onsite Community Association Manager
Personalized Property Management Company

CERTIFICATE OF SECRETARY

I certify that I am a director of the Palm Desert Country Club Association, 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: _____

Palm Desert Country Club Association
A California Corporation

BY: 
Secretary or Director