

**PALM DESERT COUNTRY CLUB ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Palm Desert Country Club Association Alice Marble Hall  
77-800 California Drive, Palm Desert, CA 92211  
June 27, 2017**

**A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, June 27, 2017 at 6:00 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  
Charles Ash, Director  
Kathleen O'Brien, Director  
Steven Waller, Director

**DIRECTORS ABSENT:** Raymond Rieger, Director

**ALSO PRESENT:** Debbie Boss, Community Association General Manager and Patricia Moeller, CCAM, Administrative Assistant representing Personalized Property Management.

**HOMEOWNER'S PRESENT:**  
None.

**CALL TO ORDER:**  
Ron Crisp called the Open Session meeting to order at 6:25 p.m.

*A motion was made by Josanne Smith, seconded by Steven Waller to approve and accept the agenda for this meeting. The motion passed unanimous.*

**HOMEOWNER FORUM:**  
None.

**PRESIDENT'S REPORT:**  
None.

**SECRETARY'S REPORT:**

**Minutes:**  
*A motion was made by Charles Ash, seconded by Josanne Smith to approve the Minutes of the May 16, 2017 meeting. The motion passed unanimous.*

The Board reviewed the Annual Meeting Minutes from the June 20, 2017 meeting. No revisions were made.

The Board reviewed the Organizational Meeting Minutes from the June 20, 2017 meeting. No revisions were made.

**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. The Executive Session meeting minutes for May 16, 2017 were approved with a minor revision (Legal: Invoice received from Guralnick, Gilliland and Knighten in the amount of \$8,698.00 was reviewed with the Board of Directors and "No Action Taken". The Executive Session meeting minutes for May 22, 2017 and June 7, 2017 were approved.

**TREASURERS REPORT:**

The Treasurer's report was given by Debbie Boss. The May 31, 2017 financial reports were reviewed in detail and it was noted that the Association overall is doing well and that Year-To-Date is approximately \$18,871.00 under budget. It was noted that Month-To-Date the Association is over-budget \$12,196.00; this is a result of projected income being lower than budgeted. In addition, there were unexpected pool equipment and building maintenance repairs (Year-To-Date). Also, unexpected legal fees and security costs for pool monitoring that were not budgeted.

A motion was made by Steven Waller, seconded by Ron Crisp to approve and accept the May 31, 2017 financial statement. Unanimous.

**Bank Account Consolidation to Pacific Western Bank into CDAR Accounts/Status Update:**

At the March 21, 2017 Open Session Board meeting, the Board unanimously approved a motion to consolidate the HOA's various bank accounts and to transfer the funds to Pacific Western Bank and deposit the funds into appropriate CDAR accounts.

Management provided a status update to the Board regarding the Consolidation of Bank Accounts to Pacific Western Bank and reported that Board President, Ron Crisp and Vice President, Josanne Smith worked together with Erin Klink, HOA Client Service Officer at Pacific Western Bank and Community Association General Manager, Debbie Boss to open new CDAR Accounts and to close out certain bank accounts with First Foundation Bank, 1<sup>st</sup> Bank, BBVA Compass and Bank of Southern California; depositing those funds into the new CDAR Accounts with Pacific Western Bank.

Pacific Western Bank CDAR - CD Renewal – One Month Maturing on 6/29/2017:

A motion was made by Steven Waller, seconded by Ron Crisp to approve to renewal of the CDAR - CD Account (as specified on page 91 of the Open Session Board Packet for the June 27, 2017 meeting) for another 4 week term. Unanimous.

**Decision to Record Notice of Default:**

The assessments charged against the properties identified below are more than 60 days delinquent. In a motion made by Josanne Smith, seconded by Steven Waller, the Board of Directors hereby authorizes it attorney to record a notice of default on behalf of the Association, against the following properties: APN: 637-212-009 and APN: 637-282-034. Vote: 4 in favor – It was noted that Ron Crisp and Kathleen O'Brien abstained. The Board Vice President, Josanne Smith signed the authorizations.

### **Collection Report:**

Collection matters were discussed in the Executive Session on June 27, 2017. It was noted that there are a number of delinquent accounts being worked on by the Association's Attorney and PPM.

### **MANAGEMENT & MAINTENANCE REPORTS:**

#### **Old Business:**

**Security Camera's and Alarm Systems/Status Update:** At the May 16, 2017 Open Session Board meeting, the Board approved the installation of new security cameras and alarm systems for the property. Management reported to the Board that the installation has been completed and that the systems are working well.

**New Lap Top Computer and Dictation Program:** The Board previously instructed Management to order a new lap top computer and dictation program. Management reported to the Board that the new computer has arrived and that Steven Shuey, Director of Operations for Personalized Property Management and John Roman, IT Specialist have set up the computer and loaded the dictation software.

#### **New Business:**

**LaBarre/Oksnee Insurance/Worker's Compensation:** Management reported to the Board that LaBarre/Oksnee has arranged for the renewal of Worker's Compensation Insurance through Hanover Insurance Group; effective 6/14/2017 and that the total annual premium is \$516.00.

**Pest Control Proposals:** The Board reviewed proposals received from Preferred Pest Control, Powerful Pest Control and Dewey Pest Control. Following discussion, *A motion was made by Steven Waller, seconded by Josanne Smith to approve and accept the proposal received from Dewey Pest Control at a cost of \$95.00 per month. Unanimous.*

It was noted that Guralnick, Gilliland and Knighten will prepare a Service Provider Agreement that shall be executed between Dewey Pest Control and PDCCA.

**SCT Reserve Study Proposal:** The Board reviewed the 2018 Proposal received from SCT Reserve Consultants, Inc. in the amount of \$1,175.00 and noted that the Reserve Analyst has recommended a Level II (on-site update) be conducted. Following discussion, the Board directed Management to proceed with the Reserve Study. It was noted that Mike Graves of SCT Reserve Consultants will meet with the Board of Directors (at no charge to the HOA) to review the Reserve Study once it has been completed.

**Grayco Electric Proposal:** The Board reviewed a proposal received from Grayco Electric to replace the Zinsco electrical sub panel and to install a new sub panel to include a neutral conductor that is currently missing on the existing Zinsco panel and which poses a safety hazard. Following discussion, *A motion was made by Charles Ash, seconded by Josanne Smith to approve and accept the proposal received from Grayco Electric in the amount of \$3,460.00. Unanimous.*

Event Attendant(s) for Functions at Alice Marble Hall and Event Attendant Fee to User Groups Renting the Hall: The Board reviewed a proposal received from J & A Janitorial to provide staff which will serve as Event Attendants to open and close Alice Marble Hall and to monitor functions held at the hall. Cost: The base rate is \$17.00 per hour. The overtime rate is \$25.50 per hour (for any hours worked that exceed 8 hours per day). No overtime rate shall apply to weekends or holidays.

Following discussion, A motion was made by Josanne Smith, seconded by Charles Ash to approve and accept the proposal received from J & A Janitorial and in conjunction user groups renting the Alice Marble Hall shall be charged a \$150.00 fee to off-set the costs associated with providing an Event Attendant and the costs to operate the hall (HVAC, Electrical, etc). Unanimous.

Smart Web Violation Program: Following discussion, A motion was made by Josanne Smith, seconded by Steven Waller to approve obtaining the Smart Web Violation Program which shall be utilized for creating and monitoring the Association's Violation Letters. The cost shall be \$160.00 set up fee and a \$60.00 per month monitoring fee. Unanimous.

Emergency Preparedness - (Map Your Neighborhood Program): This item was tabled until the September 19, 2017 Board meeting.

#### **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 May 31, 2017.

#### **Committee Reports:**

None.

#### **NEXT MEETING:**

The next Open Session Board meeting is scheduled for Tuesday, September 19, 2017 at 6:00 p.m.

It was noted that there will be no Board meetings held during July 2017 and August 2017 unless deemed necessary by the Board of Directors.

**ADJOURNMENT:**

With no further business to be brought before the board at this time, the Open Session meeting was adjourned at 7:57 p.m. on A motion made by Steven Waller, seconded by Kathleen O'Brien. Unanimous.

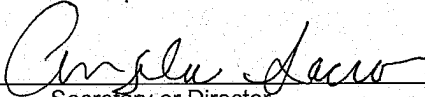
**Respectfully submitted,  
Debbie Boss, Community Association General Manager  
Personalized Property Management Company**

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: 9-19-2017

Palm Desert Country Club Association  
A California Corporation

BY:   
Secretary or Director