

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

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, September 17, 2019 immediately following the Executive Session Meeting at 6:35 pm 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
Kim Herman, Secretary
Krisie Lefave, Treasurer
Raymond Rieger, Director-Via Conference Call
Mary Kucala, Director
Kathleen O'Brien, Director

DIRECTORS ABSENT: None

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

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 6:35 p.m.

APPROVAL OF THE AGENDA:

Motion to approve the meeting agenda as presented was made by Josanne Smith, seconded by Krisie Lefave. The motion was approved unanimously.

HOMEOWNER FORUM:

There were no comments from the homeowners present.

PRESIDENT'S REPORT:

There was no report from the President.

SECRETARY'S REPORT:

Minutes:

After review, motion to approve the June 18, 2019 meeting Minutes as submitted was made by Kim Herman, seconded by Josanne Smith. The motion was approved unanimously.

After review, motion to approve the July 2, 2019 meeting Minutes as submitted was made by Kim Herman, seconded by Josanne Smith. The motion was approved unanimously.

After review, motion to approve the July 23, 2019 meeting Minutes as submitted was made by Kim Herman, seconded by Josanne Smith. The motion was approved unanimously.

DISCLOSURE OF EXECUTIVE SESSION:

Today, at 4:30PM, prior to this meeting, an Executive Session Meeting was held which lasted about 2 hours and 30 minutes. Discussion included discipline hearings and collection matters.

TREASURER'S REPORT:

The Treasurer's report was given by Steven Shuey. The August 31, 2019 financial reports were reviewed in detail along with a one page summary addressed to the Board. It was noted that bank statements and reconciliations were reviewed. It was noted that the association is over budget for the year by -\$30,778. This is due to lower income than projected along with extra maintenance than initially projected when the budget was prepared.

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

After review, motion to accept the August 31, 2019 financial report and bank reconciliations as prepared was made by Krisie Lefave, seconded by Kathleen O'Brien. The motion was approved unanimous.

Management forwarded the June 30 and July 31 financial report to the appointed subcommittee each month. The appointed financial subcommittee members Treasurer, Krisie Lefave and Director, Raymond Rieger reviewed the June 30, 2019 and July 31, 2019 financial report and bank reconciliations as required by civil code. The reports were accepted and ratified.

2020 Draft Budget

The Board reviewed the 2020 draft budget that was prepared by management. The budget was prepared without an increase to the annual assessment. There was an increase to the reserve allocation. Board members were asked to review the budget and be prepared to vote on the approval of it at the October meeting.

2020 Reserve Study

The Board reviewed the 2020 Reserve Study as prepared by SCT Reserve Consultants. After review with consideration of a few minor updates to specific data, Motion to approve the 2020 Reserve Study as prepared by SCT Reserve Consultants for use with the 2020 budget was made by Kathleen O'Brien, seconded by Krisie Lefave. The motion was approved unanimous.

COLLECTION REPORT:

The Board reviewed the collection report along with action taken in Executive Session. The Board approved signing the Pay or Lien notices for 1 delinquent homeowner(s) and reviewed a number of payment plans. There were also requests for waiving of collection fees that were denied.

Motion to approve the lien authorization for APN#637-101-010 was made by Josanne Smith, seconded by Kathleen O'Brien. The motion was approved unanimous.

COMMITTEE REPORTS:

Emergency Preparedness Committee - Chair, Raymond Rieger

The committee is continuing to look into solar panels and backup generator for the association but have placed these items on hold.

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

Chair, Kathleen O'Brien has scheduled an Art, Health and Wellness Fair to be held at the Alice Marble Hall on October 19, 2019 from 10am-2pm. There are approximately 20-30 booths that have been booked. The booths are at no charge. It was noted that this event could become a regular event with booths being sold in the future. An evaluation critique will be reviewed following the event.

There was a request from Kathleen O'Brien to purchase a banner for the Art Health & Wellness Fair at an approximately cost of \$125. After discussion, Motion to approve the purchase of a banner for the Art Health & Wellness Fair at an approximately \$125 was made by Ron Crisp, seconded by Josanne Smith. The motion was approved unanimous.

There was a request from Treasurer, Krisie Lefave to have a Community Thanksgiving Potluck Dinner two weeks prior to Thanksgiving. There was also a request for a budget limit of \$500 for supplies, food, decorations and a banner. After discussion, Motion to approve the request for a Community Thanksgiving Potluck Dinner to be held November 14, with a budget of \$500 for decorations, supplies and food was made by Ron Crisp, seconded by Josanne Smith. The motion was approved unanimous.

CURRENT BUSINESS:

Alice Marble Hall Issues

There were no new issues to discuss.

NEW BUSINESS:

SCT Reserve Study Proposal Ratification

After review, Motion to approve the Reserve Study proposal for the 2020 Reserve Study at a cost of \$625 was made by Josanne Smith, seconded by Krisie Lefave. The motion was approved unanimous.

Montessori School Room 5 AC Unit Replacement Ratification

The Board discussed the report that was submitted by Desert Air Conditioning that showed a \$1,500 repair costs and a replacement cost of about \$7,563. After review, Motion to approve to ratify the approval of the replacement of the Montessori School AC unit in room 5 was made by Krisie Lefave, seconded by Kathleen O'Brien. The motion was approved unanimous.

PPM Exhibit "A" Schedule of Documents, Services & Supplies Rates 2019/2020

The Board reviewed the updated list of charges for supplies, documents and services for PPM. This was information only, there was no action taken by the Board.

Discussion on Spectrum Bulk Cable/Internet Proposal Ballot Material

At the July 15, 2019 Board meeting the board voted to stop the process of sending out the Bulk Cable/Internet Ballot material to the membership. At the September 17, 2019 meeting the Board reviewed a 5 year financial projection spread sheet for the association with and without the cable/internet related costs and related income. The Board reviewed a report which showed them what their financial situation could look like in 5 years. It was noted that with the delinquency rate being what it is, and the way payables are processed, the association could conceivably run out of operating cash within the first quarter creating a severe financial hardship to operations. Board members were asked to consider the

information presented at this meeting and be prepared to vote on the matter at the board meeting in October.

A motion was made by Josanne Smith and seconded by Kathleen O'Brien to have management prepare a draft letter to homeowners explaining that to the association. The motion was approved unanimous.

Management Reports:

The Management reports for the period ending August 31, 2019 which consisted of the Operations Report, Action Item List, a Completed Projects list by Andrew, Violation Report, the Architectural Request Report, and Closed Escrow Report were reviewed. It was noted to add a personnel item to the next agenda for consideration of hiring Andrew Crisp to PPM staff in 2020.

After review, Motion to accept the Management Reports as prepared by Management was made by Josanne Smith, seconded by Kathleen O'Brien. The motion was approved unanimous.


NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, October 15, 2019 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 Kathleen O'Brien and unanimously approved, the meeting was adjourned at 8:26 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 <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>10-15-19</u>	
Palm Desert Country Club Association A California Corporation	

