

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
December 18, 2018

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, December 18, 2018 at 6:07 p.m. 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
Angela Sacco, Treasurer
Krisie Lefave, Director
Raymond Rieger, Director

DIRECTORS ABSENT: Kathleen O'Brien, Director

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

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 6:07 p.m.

APPROVAL OF THE AGENDA:

A motion to approve the meeting agenda with two (2) additions was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

HOMEOWNER FORUM 6:30pm: The Homeowners Open Forum was opened at 6:30pm. There were no homeowners present.

PRESIDENT'S REPORT:

No report given.

SECRETARY'S REPORT:

Minutes:

After review, motion to approve the November 20, 2018 meeting Minutes as submitted by management was made by Josanne Smith, seconded by Raymond Rieger. The motion was approved with three (4) Ayes. Kathleen O'Brien, Angela Sacco and Krisie Lefave abstained.

DICLOSURE OF EXECUTIVE SESSION:

Today, at 5:00 PM, prior to this meeting, an Executive Session Meeting was held which lasted about 1 hour and 7 minutes. Discussion included legal matters on Golf Course issues; the solar project has been tabled and the Board approved to file a Notice of Default against eleven (11) homeowner's accounts and to place a lien on one (1) homeowner account.

TREASURERS REPORT:

The Treasurer's report was given by Steven Shuey. The November 2018 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 month by \$8,150 and over budget for the year by \$19,936.

It was noted that there is a CDAR account in the amount of \$110,134.39 that matures every four (4) weeks. The Board has opted to allow the CDAR to roll over into another four (4) week term.

It was reported that management moved \$50,000 from a CDAR account into the association's operating checking account to cover expenses, previously approved by the board at the November 20, 2018 meeting.

After review, a motion was made and seconded to accept the November 30, 2018 financial report and bank reconciliations as prepared by management. The motion was approved unanimous.

Collection Report:

After review, Motion to execute and record an Assessment lien against APN #637-043-006 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-111-012, Lot 482, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-112-006, Lot 470, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-233-004, Lot 163, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-234-027, Lot 103, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-232-008, Lot 315, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-272-023, Lot 282, Tract No. 2283 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-032-009, Lot 208, Tract No. 2137 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-031-015, Lot 100, Tract No. 2137 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-093-011, Lot 250, Tract No. 2137 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-063-051, Lot 69, Tract No. 2137 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record a Notice of Default against APN #637-047-003, Lot 78, Tract No. 2137 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

There was discussion on a request from a homeowner APN 637-047-003 to remove collection and late fees in the amount of \$391 from their account. After discussion, Motion to deny homeowners request to remove \$391 in collection and late fees from their account was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

Committee Reports:

Emergency Preparedness Committee - Chair, Raymond Rieger

This committee is looking into Generators/Solar Panels/Electrical Upgrades/Hand Held Radios. The committee is still looking into solar panels for the association.

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

No report given.

UNFINISHED BUSINESS:

AMH Toilet Report

The toilet in the AMH bathroom has been replaced and is working.

School Window Replacement

The school window replacement, as approved last month, has been scheduled for December 26-28, 2018.

Exterior Building Painting

The Board reviewed colors from a color fan deck. Management is to obtain a couple "Mid Century Modern" color renderings and a couple of neutral color renderings for Board review at the next meeting. The Board would like to see renderings of the side of the management building with the stone work. The board has also requested that all of the old wiring be removed from the exterior of the building before the painting project begins.

Pool Coping Repairs

Management is to obtain updated proposals from Laguna Pools and Rammell Construction for the pool coping repairs.

NEW BUSINESS:

Alice Marble Hall Issues

The coffee machine in the Alice Marble Hall has been replaced at a cost of \$326.20. The weather proof phone box has been received and will be installed after the holidays.

Electrical Usage Spread Sheet

The Board reviewed the 2018 Electrical Usage spread sheet that was prepared by management. The Board wanted to see if there was a savings after the replacement and installation of the LED bulbs in the common area. It was noted that there was a significant savings after the LED bulbs were installed.

Change Newsletter Publication during Season

There was discussion on changing the newsletter publication from bi-monthly to November through April. Management is to inform the newsletter advertisers of the change. After discussion, Motion to approve changing the newsletter publication from bi-monthly to November through April was made by Raymond Rieger, seconded by Kim Herman. The motion was approved unanimous.

Old Files Being Stored

There was discussion on the stored homeowner files in the shed and maintenance room. Management suggested that the old files could be scanned into the system and then have the old files shredded. The Board gave management authorization to scan all old files into the system and then shred all old files. This will be done during the off season and when time permits. After discussion, Motion to authorize management to scan all old files into the system and then have the documents shredded was made by Angela Sacco, seconded by Kim Herman. The motion to approve was unanimous.

Management Reports:

The Management report for the period ending November 30, 2018 which consisted of the Operations Report, Action Item List, Violation Report, the Architectural Request Report, Neighborhood Watch Crime Log, Escrows Closed were reviewed.

Escrows

During a routine escrow management discovered a vacant lot that was not being billed the annual assessment. There was discussion on how far back the association could assess the current homeowner. Per the association's legal counsel, the association could only go back four (4) years due to statute of limitations. After discussion, Motion to approve to assess the current owner the 2018 annual assessment and the buyer will be assessed the 2019 annual assessment was made by Raymond Rieger, seconded by Kim Herman. The motion was approved unanimous.

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

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, January 15, 2019 immediately following the 5:00 p.m. 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 Kim Herman, seconded by Josanne Smith and unanimously approved, the meeting was adjourned at 7:07 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: 1/15/19

Palm Desert Country Club Association
A California Corporation

BY:  _____
Secretary or Director