

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
October 16, 2018

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, October 16, 2018 at 5:45 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
Angela Sacco, Secretary
Kim Herman, Director
Krisie Lefave, Director

DIRECTORS ABSENT: Raymond Rieger, Director
Kathleen O'Brien, Director

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

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 5:45 p.m.

APPROVAL OF THE AGENDA:

A motion to approve the meeting agenda as presented was made by Josanne Smith, seconded by Kim Herman. The motion was approved unanimous.

HOMEOWNER FORUM: The following comments were made during the Homeowner Open Forum; Financials and budget

PRESIDENT'S REPORT:

No report.

SECRETARY'S REPORT:

Minutes:

After review, a motion to approve the meeting Minutes of the September 18, 2018 as submitted by management was made by Josanne Smith, seconded by Angela Sacco. The motion was approved unanimous.

DICLOSURE OF EXECUTIVE SESSION:

Today, at 5:00 PM, prior to this meeting, an executive session meeting was held which lasted about 25 minutes. Discussion included legal matters on Golf Course issues; and review of proposed contracts on a solar project. Collection actions were also discussed. There were 2 approvals for action to place liens. There was a request for collection fees to be waived, which was denied and 1 request to write off remaining collection balance as bad debt in the amount of \$1,716.19 was approved.

TREASURERS REPORT:

Fill Treasurer Vacancy

There was discussion on changing the slate of Officers for the association to fill the Treasurer vacancy. Angela Sacco has agreed to fill the Treasurer's position and Kim Herman will fill the Secretary's position. After discussion, Motion to approve the change in the slate of Officers with Angela Sacco to fill the Treasurer's position and Kim Herman to fill the Secretary's position was made by Josanne Smith, seconded by Krisie Lefave. The motion was approved unanimous.

The Treasurer's report was given by Steven Shuey. The September 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 \$1,512 and over budget for the year by \$13,580. It was noted that the over budget condition this month was a result of how certain expenses occurred in relation to the budget and the budgeted income being under budget.

It was also noted that there is a CDAR account in the amount of \$110,131.87 that matures each month. The Board has opted to allow the CDAR to roll over into another four (4) week term.

It was brought to the Board's attention that starting January 1, 2019 the Board will have to review the financials on a monthly basis. Management will ensure that the Board receives the financials during the months of July and August when the HOA goes dark for summer.

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

Approval of the 2019 Draft Annual Budget

The Board held a budget meeting on October 3, 2018 to discuss the 2019 budget. There was discussion on an assessment increase of 10% or \$33 per homeowner. The increase will be used to increase the annual reserve allocation from \$12,000 per year to \$62,073 per year. An increase to Marble Hall rental was agreed upon. A management increase was requested both for payroll and accounting. Both were approved at the budget meeting. After review, Motion to approve the 2019 Budget as presented by management was made by Angela Sacco, seconded by Kim Herman. The motion was approved unanimous.

Approval of the 2019 Draft Reserve Study

The Board reviewed the Reserve Study prepared by SCT Reserve Consultants. After review, Motion to accept the 2019 updated Reserve Study as presented by SCT Reserve Consultants was made by Angela Sacco, seconded by Kim Herman. The motion was approved unanimous.

Collection Report:

After review, Motion to execute and record an assessment lien against APN #637-112-010 was made by Josanne Smith, seconded by Kim Herman. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-123-007 was made by Josanne Smith, seconded by Kim Herman. The motion was approved unanimous.

After review, Motion to deny homeowners request to remove the admin fee and late fee totaling \$41 from 2017, the admin and late fee totaling \$41 from 2018, the \$150 Late letter fee and the \$150 Attorney turnover prep fee from their account was made by Josanne Smith, seconded by Kim Herman. The motion was approved unanimous. Management is to notify the homeowners of the Board's decision.

Committee Reports:

Emergency Preparedness Committee - Chair, Raymond Reiger

This committee is looking into Generator/Solar Panels/Electrical Upgrades/Hand Held Radios.
No report given.

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

No report given.

UNFINISHED BUSINESS:

Alice Marble Hall Issues

It was noted that air conditioning needs better control, insuring energy saving following use of the room. Mr. Shuey indicated he will look into WiFi thermostats after the first of the year.

School Window Replacement Proposal

The Board reviewed the school building window replacement proposal from California Window & Door. It was noted this will result in energy savings. After review, Motion to approve the window replacement proposal from California Window & Door in the amount of \$16,300 was made by Josanne Smith, seconded by Kim Herman. The motion was approved unanimous. Management was authorized to negotiate a cost reduction (if possible) with the specifications remaining the same.

AMH Toilet Report

The Board reviewed the inspection report from Southwest Plumbing regarding the toilet in the women's restroom. It was recommended by Southwest Plumbing to have the toilet replaced. Management was instructed to have the toilet replaced.

Gas Leak at Meter

The Board was informed of a gas leak at the meter that was repaired by Southwest Plumbing, which closed the spa for 2 days.

Interior/Exterior Building Painting

A color scheme was presented as requested last month. Following review of the schemes requested, there was discussion about looking at a more neutral color scheme, to maintain a professional appearance. Management was again instructed to obtain additional color schemes for the Board to review.

Pool Coping Repair Proposal

It was noted that contractors met with board members earlier in the month. All proposals have not yet been received. There was also a request to obtain a proposal from a third proposer. This item was tabled until the next meeting.

Updated Rules & Regulations

The amended rules showing language changes have been mailed out to the community for a 30 day comment period.

NEW BUSINESS:

Alice Marble Hall & Management Office Window Replacement
The window replacement has been scheduled for mid November.

Management Reports:

The Management report for the period ending August 31, 2018 which consisted of the Operations Report, Action Item List, Violation Report, the Architectural Request Report, Neighborhood Watch Crime Log, Escrows Closed and Action List were reviewed.

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 is to be held on Tuesday, November 20, 2018 immediately following the Executive Session Meeting that starts at 5 PM in the Association's Board Room.

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 7:00 p.m.

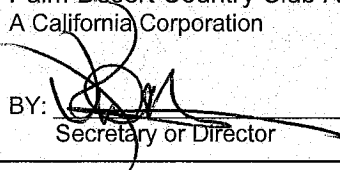
Respectfully submitted,
Patricia Moeller
Onsite Community Association Manager
Personalized Property Management Company

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: 11/20/18

Palm Desert Country Club Association
A California Corporation

BY: 
Secretary or Director