

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
October 20, 2020

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, October 20, 2020 immediately following the Executive Session Meeting at 3:15pm. A quorum of Board members was present and business was conducted as is outlined herein.

DIRECTORS PRESENT: Ron Crisp, President
Mary Kucala, Secretary
Jack (John) Area, Treasurer
Raymond Rieger, Director
Patricia Munson, Director

DIRECTORS ABSENT: Kathleen O'Brien, Vice President

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

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 3:15p.m.

APPROVAL OF THE AGENDA:

Motion to approve the amended agenda with the addition of Clarification on School Lease and storage of the School's personal itmes was made by Patricia Munson, seconded by Mary Kucala. The motion was approved unanimous.

HOMEOWNER FORUM:

There was 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 September 15, 2020 meeting Minutes as submitted was made by Ron Crisp, seconded by Patricia Munson. The motion was approved unanimous.

DISCLOSURE OF EXECUTIVE SESSION:

Today, at 2:00PM, prior to this meeting, an Executive Session Meeting was held which lasted about 1 hour and 15 minutes. Discussion included contracts, discipline hearings and collection matters. There were no actions taken.

TREASURER'S REPORT:

The Treasurer's report was given by General Manager, Steven Shuey. The September 30, 2020 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. All Financial documents including the general ledger, Balance sheet, Revenue & Expense statement, check registers, bank statements & reconciliations, and delinquency reports were provided to the board for their review as per Civil Code.

It was noted that there is an operating CDAR account in the amount of \$60,493.47 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 September 30, 2020 financial report and bank reconciliations as prepared was made by Ron Crisp, seconded by Mary Kucala. The motion was approved unanimous.

2021 Draft Budget Approval

There was discussion increasing the annual assessment due to the loss of income from the Montessori School and from the Alice Marble Hall rentals. After review and discussion, Motion to approve 2021 draft budget as presented for print and mail to the membership by the November 1, 2020 deadline was made by Jack Area, seconded by Mary Kucala. The motion was approved unanimous. Management will send out to the printing company for copying.

2021 Draft Reserve Study

The Board reviewed the 2021 Draft Reserve Study. After review, Motion to approve the draft reserve study as presented was made by Jack Area, seconded by Patricia Munson. The motion was approved unanimous.

COLLECTION REPORT:

The Board reviewed the collection report. There were no actions taken.

COMMITTEE REPORTS:

Emergency Preparedness Committee

There was discussion on removing this item from the agenda.

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

No report was given.

Social Committee

The Social Committee has announced that a Lighted Golf Cart Parade will be held in December.

CURRENT BUSINESS:

Clarification on Canceling the Montessori School Lease and Storage of the School's Personal Items- Management was looking for clarification on the board's decision on how long the school has to store their personal items before the school must remove their items so that the building can be cleaned and possibly rented. The Board decision was until the end of their lease which expires December 31, 2020. Management also informed the Board that the school administrator has agreed to the board's terms in canceling the lease with no penalties. Management will forward a lease cancellation document for the school administrator to sign.

NEW BUSINESS:

2020 Audit and Taxes Proposal

Beck and Company submitted their proposal for the 2020 Audit and Tax Returns at a cost of \$2,200. After review, Motion to approve the proposal from Beck & Company for the 2020 Audit and Tax Returns at a cost of \$2,200 was made by Ron Crisp, seconded by Jack Area. The motion was approved unanimous.

Landscape Contract Increase

The board reviewed a letter from Pro Landcare, the association's landscape company informing them there will be an increase in the monthly contract price by 3% or \$33.00. After review, Motion to approve the increase of 3% or \$33.00 to the monthly landscape contract was made by Ron Crisp, seconded by Mary Kucala. The motion was approved unanimous.

Management Reports:

The Management reports for the period ending September 30, 2020 which consisted of the Operations Report, Action Item List, 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 Mary Kucala, seconded by Heather Andrews. The motion was approved unanimous.


NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, October 20, 2020 immediately following the 2:00pm Executive Session Meeting. The Homeowners Open Forum starts at 3:00 p.m.

ADJOURNMENT:

With no further business to be brought before the board, a motion was made and seconded and unanimously approved to adjourn the meeting at 4:50 p.m.

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

<p>CERTIFICATE OF SECRETARY</p> <p>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.</p>	
<p>DATED: _____</p>	<p style="text-align: center;"><u>17 NOV 20</u></p>
<p>Palm Desert Country Club Association A California Corporation</p>	
<p>BY: <u></u></p> <p>Secretary or Director</p>	