

**PALM DESERT COUNTRY CLUB ASSOCIATION
BOARD OF DIRECTORS REGULAR MEETING MINUTES
Palm Desert Country Club Association Board Room
77-800 California Drive, Palm Desert, CA 92211
March 21, 2017**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, March 21, 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
James Olsen, Treasurer
Charles Ash, Director
Kathleen O'Brien, Director

DIRECTORS ABSENT: Angela Sacco, Secretary

ALSO PRESENT: Debbie Boss, General Manager, representing Personalized Property Management. Wayne Guralnick, HOA Attorney/Guralnick & Gilliland who was present for a short portion of the meeting and who left the meeting at 6:09 p.m.

HOMEOWNER'S PRESENT:

Greg Clark, 42915 Wisconsin Avenue, Palm Desert, CA
Lew Mitchell, 77450 Wyoming, Palm Desert, CA
Mr. & Mrs. Jack Forney, 70831 Kentucky Avenue, Palm Desert, CA (Not part of PDCCA HOA)
Doug & Diane Martin, 43305 Texas Avenue, Palm Desert, CA
Chris & Joanne Ostrowski (Tenants of Florence Sheid), 42435 Warner Trail, Palm Desert, CA

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 6:03 p.m.

The Open Session meeting adjourned at 7:05 p.m. and the Executive Session re-convened at 7:15 p.m. and was adjourned at 8:15 p.m.

Attorney, Wayne Guralnick stated that upon a determination made by the Board by a vote of two-thirds of the Directors present at the meeting, that there is a need to take immediate action and that the need for this action came to the attention of the Board after the agenda was distributed (pursuant to subdivision (a) of Section 4920). As a result, the agenda was modified to add the authorization of the recording of a lien on behalf of the Association, against the following properties: APN: 637-212-009, APN: 637-121-003, APN: 637-202-014, APN: 637-282-034, and APN: 637-132-006. A motion was made by Josanne Smith, seconded by Charles Ash to add the five items to the agenda. Unanimous.

A motion was made by Charles Ash, seconded by Josanne Smith to approve and accept the agenda for this meeting as amended. The motion passed unanimous.

HOMEOWNER FORUM:

Jack Forney: Is not a homeowner in PDCCA but came to express to the Board his concerns regarding the Executive Golf Course; he is in opposition of the proposed development.

Greg Clark: Expressed his views on the PDCCA newsletter and made suggestions on what he would like to see done differently (less advertisements and more community based information). He brought in some of the older issues of the newsletter for the Board to review. He made suggestions on how to reduce costs related to the publication. He also mentioned that there was some difficulty in obtaining his key fob for pool access.

Lew Mitchell: Indicated that the Association spa is cloudy. Management reported that the matter is being addressed; the spa chlorinator was repaired; the spa filters have been cleaned twice in the past two weeks and the spa was drained completely and re-filled with new water and chemicals. Residents are not showering properly before entering the pools/spa which is contributing to the issue.

PRESIDENT'S REPORT:

Ron Crisp indicated that he would review certain items during the course of the Open Session meeting with respect to the Association.

SECRETARY'S REPORT:

Minutes:

A motion was made by Ron Crisp, seconded by Josanne Smith to approve the Minutes of the February 21, 2017 meeting. The motion passed unanimous.

Disclosure of Executive Session:

A disclosure of the Executive Session was made by Debbie Boss who indicated that there were Legal, Contract, Collection, Personnel matters and Member Discipline issues discussed. The Executive Session meeting minutes for February 21, 2107 were approved with one minor revision.

TREASURERS REPORT:

The Treasurer's report was given by Debbie Boss who reported that the Association's CPA, Chuck Beck is in the process of finalizing the December 31, 2016 year-end audit for the Association; which is due to be completed by March 31, 2017. The year-end audit report will be presented to the Board at the April 18, 2017 Board meeting.

The February 28, 2017 financial reports were reviewed in detail and it was noted that the Association is doing well and is currently \$20,000.00 under budget.

Consolidation of Bank Accounts to Pacific Western Bank (Except Debit Card, CD and Time Deposit Accounts): Management indicated that it would be helpful to consolidate the Association's various bank accounts to Pacific Western Bank; the funds would be placed into CDAR accounts. This will consolidate the number of bank statements received each month. Currently, there are eleven different bank accounts for the Association. Following discussion, A motion was made by Josanne Smith, seconded by Charles Ash to consolidate the various bank accounts and to transfer the funds to Pacific Western Bank; the appropriate CDAR accounts shall be opened and the funds transferred into these accounts. The Board agreed that when the two-year time deposit account with 1st Bank and the Bank Account with BBVA

Compass Bank expire those funds shall be transferred to Pacific Western Bank and placed into a CDAR account. Unanimous.

Decision to Record Lien:

The assessments charged against the properties identified below are more than 60 days delinquent. In a motion made by Josanne Smith, seconded by Charles Ash, the Board of Directors hereby authorizes it attorney to record a lien on behalf of the Association, against the following properties: APN: 637-212-009, APN: 637-121-003, APN: 637-202-014, APN: 637-282-034, and APN: 637-132-006. Motion passed unanimous. Board President, Ron Crisp signed the authorizations.

Collection Report:

Collection matters were discussed in the Executive Session on March 21, 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:

Pool Coping Stone Repairs: Management provided a status update to the Board regarding the research being conducted on how best to address the required repairs and maximizing cost savings to the Association.

PDCCA Newsletter: It was noted that previously in the newsletter when a resident of PDCCA passed away there was mention of it in the newsletter. The Board indicated that this would be something to re-establish moving forward. In addition, they discussed adding a page where homeowners can provide feedback to the Association. They also discussed re-instituting the "Green Thumb" award program on a quarterly basis. The winner of the "Green Thumb" award would receive a \$25.00 gift certificate to Lowe's or Home Depot and an award sign placed in their front yard.

Frequency of Producing the Newsletter: The newsletter is produced on a monthly basis and is an expense to the Association (the Association loses money each month; the money received from the advertisers do not off-set the total cost of producing the publication). As a cost savings measure, A motion was made by Josanne Smith, seconded by Kathleen O'Brien to produce the newsletter every other month; this decision is subject to receiving the advice of Wayne Guralnick, HOA Attorney on how to best handle the advertisers who have paid in advance through 2018. Unanimous.

Security Camera Proposals: Following review of the five proposals submitted to the Board, A motion was made by James Olsen, seconded by Josanne Smith which instructed Management to setup appointments to meet with Grayco Electric and Personalized Security Services to review their proposals in further detail and report back to the Board at the April 18, 2017 meeting with a recommendation. Unanimous.

New Business:

CAI Annual Expenses: Management reviewed with the Board the monies spent in 2016 for CAI related expenses which totaled approximately \$1,200.00. The Board would like to reduce any unnecessary expenses to the Association and instructed Management to contact the local CAI Chapter and inquire on the cost of membership for the Community Association Manager rather than the entire Board of Directors. Management shall report their findings to the Board at the April 18, 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 February 28, 2017.

Committee Reports:

None.

NEXT MEETING:

The next meeting is scheduled for Tuesday, April 18, 2017 at 6:00 p.m.

ADJOURNMENT:

With no further business to be brought before the board at this time, the Open Session meeting was adjourned at 7:05 p.m. on A motion made by Charles Ash, seconded by Ron Crisp. Unanimous.

**Respectfully submitted,
Debbie Boss, 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: 4-18-17

Palm Desert Country Club Association
A California Corporation

BY: Debbie Smith
Assistant Secretary or Director