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**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
November 1, 2016**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, November 1, 2016 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
Angela Sacco, Secretary
James Olsen, Treasurer
Charles Ash, Director
Kathleen O'Brien, Director

ALSO PRESENT: Debbie Boss, Interim Community Manager, representing Personalized Property Management.

HOMEOWNER'S PRESENT:
None.

CALL TO ORDER:
Ron Crisp called the meeting to order at 6:35 p.m.

PRESIDENT'S REPORT:
President, Ron Crisp reported that he finalized the contract details with PPM and signed the Management Agreement which commences January 1, 2017. He also indicated that the Board will be conducting interviews on November 2, 2017 to select new legal counsel for the Association.

SECRETARY'S REPORT:
A motion was made by Charles Ash, seconded by Josanne Smith to approve and accept the agenda for this meeting as presented. The motion passed unanimous.

Minutes:
A motion was made by James Olsen, seconded by Josanne Smith to approve the Minutes of the October 4, 2016 meeting. The motion passed unanimous.

Disclosure of Executive Session:
A disclosure of the Executive Session was made by Ron Crisp who indicated that Legal and Contract issues, Collection matters which include updating the Collection Policy regarding partial payment language, Personnel and Member Discipline Issues were discussed.

TREASURERS REPORT:

The Treasurer's report was given by Debbie Boss/Steven Shuey who reviewed the highlights of the financial report for September 30, 2016 as summarized in documentation provided in the Open Session Board Packet and reported that the Association overall is on target with their budget. It was noted that a large check was issued to the former Community Manager for vacation time accrued. In addition, the anticipated annual income is slightly off due to one of the tenants cancelling their lease agreement with the Association. A motion was made by Charles Ash, seconded by Kathleen O'Brien to approve and accept the financial report. The motion passed unanimous.

PPM to Amend Collection Policy to include Partial Payments – Cost: \$175.00: Following discussion, A motion was made by Josanne Smith, seconded by Charles Ash to authorize PPM to amend the collection policy to include partial payment language and to approve the cost of \$175.00 to do so. The motion passed unanimous.

Collection Report:

Collection matters were discussed in the Executive Session on November 1, 2016.

2017 Budget Preparation:

Rich Warfield of PPM has finalized a draft budget for the Board to approve. A motion was made by Charles Ash, seconded by Josanne Smith to authorize a "Committee of the Board" to approve the budget on behalf of the Board of Directors after the "Committee of the Board" meets with Rich Warfield to review the budget.

MANAGEMENT & MAINTENANCE REPORTS:

Old Business:

The following items were discussed:

1. Spa Repair, Crushed Conduit – Status Update:
Interim Community Association Manager, Debbie Boss notified the Board that the spa repair has been scheduled for November 1, 2016 through November 15, 2016.
2. Pool/Spa Coping Stone Repairs – Status Update:
Alan Smith Pools informed management that after researching the matter, they determined it is not cost effective to have a mold fabricated for the reproduction of the existing coping stones which are no longer available for purchase; they recommend re-securing the lose coping stones and will submit a proposal for the cost.
3. Install Inter-Locking Paver Sidewalk at Loading Zone (Instead of Concrete due to ADA):
Management informed the Board that after further research it was determined it would be best to install inter-locking pavers rather than a concrete sidewalk (due to ADA compliance issues that would be required with a concrete sidewalk). Management will instruct Vantage Point Construction to proceed with the installation of inter-locking pavers.

4. Grayco Electric Revised Proposal: Management provided a revised proposal to the Board to approve electrical repairs required to correct safety issues on the property in the amount of \$2,486.00. A motion was made by Josanne Smith, seconded by Kathleen O'Brien to approve Grayco Electric proposal. The motion passed unanimous.
5. Thanksgiving Social, November 12, 2016 - Status Update:
Management reported that all beverages have been purchased for the event in addition to some of the supplies. A volunteer meeting has been scheduled for November 3, 2016 at 12:00 p.m. to discuss the logistics of the event and finalize the menu.
6. Alice Marble Hall: Determine Fees to Charge for the Rental of the Facility:
This item was tabled until a future meeting.
7. Board Rooms: Rental of Rooms to Outside Groups, Fees to Charge, Liability (Sub-Association Rental Cost & Insurance and Outside Groups Rental Costs & Insurance):
This item was tabled until a future meeting.

New Business:

The following items were discussed:

1. AMS & Grayco Electric Proposals – Install Pool Fence Security Cable Inside Conduit:
Following discussion, the Board agreed to table this item until a decision is reached with respect to Mercer Low Voltage installing a Key FOB Access System at the Pools/Spa areas.
2. Universal Plumbing Proposal - Install Hot/Cold Water Supply for Washer/Dryer Hook-Up:
Following discussion, the Board agreed to table this item until a decision is reached regarding the pool monitor positions.
3. Roof Maintenance Proposals:
Management informed the Board that they are in the process of obtaining proposals for roof maintenance and repairs.
4. Convert Small Board Room into the Manager's Office (For Privacy & Confidential Reason's): Following discussion, A motion was made by Kathleen O'Brien, seconded by Charles Ash to approve converting the small Board room into the Community Association Manager's office due to privacy and confidential reason's. The motion passed unanimous.
5. American Legion Letter, dated 10/10/16 – Request to Utilize Hall (PDCCA to Absorb Expenses): It was noted that the hall is being utilized on the day requested, therefore, the Board agreed to decline the request.
6. Management reviewed the PDCCA Violation Report, the Architectural Request Report, Pool Count Report, Neighborhood Watch Crime Log, Debit Card Purchase Report, Advertiser List and Accomplishment Log with the Board.
7. Committee Reports: No committee reports were given.

NEXT MEETING:

The next meeting is scheduled for Tuesday, December 6, 2016 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 7:30 p.m. on a motion made by Charles Ash, seconded by James Olsen. Unanimous.

**Respectfully submitted,
Debbie Boss, Interim 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: _____

12/6/16

Palm Desert Country Club Association
A California Corporation

BY: _____

Angela Dacco

Secretary or Director