

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
May 19, 2020

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, May 19, 2020 immediately following the Executive Session Meeting at 12:30pm via video conference. A quorum of Board members was present and business was conducted as is outlined herein.

DIRECTORS PRESENT: Ron Crisp, President
Mary Kucala, Secretary
Krisie Le Fave, Treasurer
Raymond Rieger, Director
Kathleen O'Brien, Director
Patricia Munson, Director

DIRECTORS ABSENT: Josanne Smith, Vice President

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

CALL TO ORDER:
Ron Crisp called the Open Session meeting to order at 12:30 p.m.

APPROVAL OF THE AGENDA:
Motion to approve the meeting agenda as presented was made by Raymond Rieger, seconded by Ron Crisp. The motion was approved unanimous.

HOMEOWNER FORUM:
There were no homeowners present.

PRESIDENT'S REPORT:
There was no report from the President.

SECRETARY'S REPORT:
Minutes:
After review, motion to approve the February 18, 2020 meeting Minutes as submitted was made by Raymond Rieger, seconded by Mary Kucala. The motion was approved unanimous.

DISCLOSURE OF EXECUTIVE SESSION:
Today, at 12:00PM, prior to this meeting, an Executive Session Meeting was held which lasted about 30 minutes. Discussion included contracts, discipline hearings and collection matters. The Board requested that management attempt to contact the owners whose accounts are ready for a Notice of Default and attempt to get them on a payment plan with the attorney's office.

TREASURER'S REPORT:

The Treasurer's report was given by General Manager, Steven Shuey. The February 29, 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.

It was noted that there is an operating CDAR account in the amount of \$60,363.79 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 January 31, 2020 financial report and bank reconciliations as prepared was made by Raymond Rieger, seconded by Mary Kucala. The motion was approved unanimous.

Money Owed to PDCCA from Central Escrow

Management received a notice from Central Escrow stating that there were escrow funds in the amount of \$87.60 that was owed to the association. Management has reached out to Central Escrow to inquire how to obtain the funds owed.

COLLECTION REPORT:

The Board reviewed the collection report and the following actions were taken. Management is to make a final attempt to get those owners who are still delinquent in their annual assessments on a payment plan.

COMMITTEE REPORTS:

Emergency Preparedness Committee - Chair, Raymond Rieger

Raymond Rieger stated there is nothing to report as everything is on hold due to Covid-19.

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

No report was given.

Social Committee- Chair, Krisie Le Fave

The Social Committee has cancelled the Luau in July and the Thanksgiving Potluck in November.

CURRENT BUSINESS:

ADA Compliance Proposals for the Alice Marble Hall and Attached Restrooms

Due to Covid-19, the Board of Directors has placed the ADA Compliance work for the Alice Marble Hall and attached restrooms on hold for the time being. The Board will revisit the ADA compliance work again next year.

Alice Marble Hall Floor Replacement

There was discussion on replacing the floor in the Alice Marble Hall. Management was requested to obtain proposals for the replacement of the floor in the hall and to repair of the stage floor.

Amended Rules & Regulations and Fine Schedule

The Board reviewed the updated rules and regulations and fine schedule. The amended rules were posted for a 28 day comment period in February.

After review, *Motion to approve the updated Rules and Regulations and fine schedule as presented was made by Raymond Rieger, seconded by Ron Crisp. The motion was approved unanimous.*

NEW BUSINESS:

Office Operations during Covid-19

The Board discussed the office operations during the covid-19 pandemic. There was also discussion on opening the pool area while following the State guidelines such as social distancing; no gatherings of large groups; cleaning of commonly touched surfaces on a regular basis. There was also discussion opening the onsite management office on June 1, 2020. Management was requested to order additional supplies for restrooms, signs with the new pool guidelines. Management is also to post the new pool guidelines at the pool area in various locations.

After discussion, motion to approve opening the pool area and following the State guidelines, and posting signs with the new Covid-19 guidelines at the pool area was made by Raymond Rieger, seconded by Mary Kucala. The motion was approved unanimous.

Insurance Renewal

The Board reviewed the insurance renewal proposal from Labarre/Oksnee totaling \$21,589.00. There was an increase of \$1,087.24 to the annual premium over last year's premium.

After review, *Motion to approve the insurance renewal proposal from Labarre/Oksnee totaling \$21,589.00 was made by Raymond Rieger, seconded by Ron Crisp. The motion was approved unanimous.*

Pool Area Vandalism Estimates

Management reported that the pool area was vandalized during the pool closure. Management made a report with the police department and sent over video surveillance to the Police Department. Management was instructed to contact the police if the vandals were seen on the property. The total amount of property damage thus far is \$2,270, not including the damage that was done to the pool shell.

Montessori School Financial Update and Payments

There was a request from the school administrator for a fifty percent reduction in their lease payments from March through July due to their inability to make the full monthly payments due to the closure of the school during the Covid-19 pandemic. There was discussion if the school could bring their payments current from March through June at a fifty percent discount in 1-2 payments the board would approve at their meeting in June. Management is to contact the school administrator and ask if the March through June payments could be made in 1-2 payments at the fifty percent discount.

Annual Meeting Discussion

The Board discussed the annual meeting and that it would be held via video conference. The ballots would be opened via video conferencing as well. The video conferencing link would be added to the annual mailing and to the association's website so that homeowners could attend the annual meeting via video conference.

Website Updating

There was discussion on the website and how often it is updated. During the Covid-19 pandemic the Board would like to see the website updated on a weekly basis.

Management Reports:

The Management reports for the period ending April 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 Raymond Rieger, seconded by Mary Kucala. The motion was approved unanimously.

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, June 16, 2020 immediately following the 2:00pm Executive Session Meeting. The Homeowners Open Forum starts at 3:30 p.m.

ADJOURNMENT:

With no further business to be brought before the board and upon a motion made by Raymond Rieger, seconded by Ron Crisp and unanimously approved, the meeting was adjourned at 2:24 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;">Palm Desert Country Club Association A California Corporation</p> <p style="text-align: center;">BY: _____ Secretary or Director</p>
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