

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
Palm City Association dba  
**Palm Desert Country Club Association**  
**September 21, 2021**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, September 21, 2021, immediately following the Executive Session Meeting at 2:15pm. A quorum of Board members was present, and business was conducted as is outlined herein.

**DIRECTORS PRESENT:** Ron Crisp, President- Via Video Conference  
Heather Andrews, Secretary  
Jack Area, Treasurer- Via Video Conference  
David Crellen, Director  
Pat Munson, Director  
Tom Morris, Director

**DIRECTORS ABSENT:** None

**ALSO PRESENT:** Patricia Moeller, General Manager representing Personalized Property Management and homeowner, Becky Poe-Anderson

**CALL TO ORDER:**  
Ron Crisp called the Open Session meeting to order at 2:15pm.

**APPROVAL OF THE AGENDA:**  
Motion to approve the agenda as presented was made by Heather Andrews, seconded by Jack Area. The motion was approved unanimous.

**HOMEOWNER FORUM:**  
There was discussion on crime in the neighborhood and the break in at a homeowners' home. Nothing was taken but the phone and internet wires were cut, and a window was broken. There was discussion on possibly getting a neighborhood watch meeting together in February or March 2022.

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

**SECRETARY'S REPORT:**

**Minutes:**

After review, Motion to approve the June 15, 2021, meeting Minutes as submitted was made by Jack Area, seconded by Tom Morris. 5 ayes 1 abstains.

After review, Motion to approve the June 25, 2021, meeting Minutes as submitted was made by Jack Area, seconded by Tom Morris. 5 Ayes 1 abstains.

After review, Motion to approve the July 20, 2021, meeting Minutes as submitted was made by Jack Area, seconded by Tom Morris. 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 15 minutes. Discussion included contracts, discipline hearings and collection matters. There was also discussion selling the Cell Tower lease.

### **TREASURER'S REPORT:**

The Treasurer's report was given by Treasurer, Jack Area. The August 31, 2021, financial report was 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 \$60,518.99 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.

There was a CDAR in the amount of \$151,808 that when matured was not reinvested but was placed into the operating reserve account to pay for the pool paver project.

*After review, Motion to accept the August 31, 2021, financial report and bank reconciliations as prepared was made by Tom Morris, seconded Patricia Munson. The motion was approved unanimous.*

### **2021 Audit and Tax Preparation Proposal**

The Board reviewed the 2021 Audit and Tax preparation proposal from Beck and Company at a cost of \$2,200. After review, *Motion to approve the 2021 Audit and Tax preparation proposal from Beck and Company at a cost of \$2,200 was made by Heather Andrews, seconded by Jack Area. The motion was approved unanimous.*

### **2022 Reserve Study**

The Board reviewed the 2022 Reserve Study prepared by SCT Reserve Consultants. There was a recommendation made by the reserve analyst to increase the reserve allocation. Management was instructed to meet with the recommended various service providers to determine if the useful life may be extended on a few of the major components in the reserve study.

### **2022 Draft Budget**

The Board reviewed the 2022 draft budget as prepared by management. The board has scheduled a budget meeting on October 5, 2021 where the reserve study and budget will be discussed in detail.

### **COLLECTION REPORT:**

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

### **COMMITTEE REPORTS:**

#### **Emergency Preparedness Committee**

No report.

## Neighbors Helping Neighbors for PDCCA

There was no report given.

## Social Committee, Chair, Heather Andrews

Committee Chair, Heather Andrews reported that there will be a Trunk or Treat event held on Friday, October 29, 2021 from 6:30pm-8:30pm in the parking lot. There will be a prize given for best decorated golf cart or trunk and best Halloween costume. The board authorized a \$100 budget.

## **CURRENT BUSINESS:**

### School Building Repair Invoices

The Board reviewed the repair invoices for the school. There was a tenant improvement budget of \$20,000. The repairs came in under budget at 17,829.18. There was no action taken.

### Pool Deck Renovation Change Order #1

The Board reviewed a change order in the pool deck renovation project. The change order consists of demolishing the three concrete benches at a cost of \$3,639.00 or saw cut around the three concrete benches at a cost of \$4,702.00. After review, Motion to approve the change order to demolish the concrete benches at a cost of \$3,639.00 was made by Ron Crisp, seconded by Heather Andrews. The motion was approved unanimous.

## **NEW BUSINESS:**

### Newsletter Profit and Loss- Bill Gurzi

The Board reviewed the Newsletter Profit and Loss report presented by Bill Gurzi, Newsletter Editor. Bill requested a board member volunteer to assist in the HTML format for the newsletter. David Crellen and Tom Morris have volunteered.

### Board Member Resignation/ Vacancy

The Board reviewed the resignation email from Kathleen O'Brien. There was discussion on the appointment of a new board member from the annual election. Management reported that they have attempted to contact the person from the annual election and has not received any return correspondence.

### Pool Chase Lounge Re-Strapping Proposals

The Board reviewed two proposals to re-strap the 24 pool chase lounges. After review, Motion to approve the Patio Guys proposal at a cost of \$3,757.67 to re-strap 24 chase lounges was made by Heather Andrews, seconded by Tom Morris. The motion was approved unanimous.

### Pool Area Landscape Refurbishment

There was discussion on the refurbishment of the pool area landscape. Management is waiting on a proposal from the landscape company.

### Fire Pit and BBQ Installation

The board reviewed photos of BBQ's and fire pits. Management reported that a proposal of \$5,510 was received from Southwest Plumbing for the gas line installation to proposed fire pit and BBQ areas. Management was instructed to obtain additional proposals for the cost on the installation of the gas and electrical lines for the BBQ and fire pit areas.

After discussion, Motion to approve to give management the authority to spend up to \$2500 on the installation of a gas line and electrical line was made by Heather Andrews, seconded by Tom Morris. The motion was approved unanimous.

Hall Restroom Toilet Replacement

The Board reviewed a proposal from Southwest Plumbing to replace the no function toilet at the hall restrooms at a cost of \$1,826.14. After review, Motion to approve the Southwest Plumbing proposal to replace the nonfunctioning toilet at a cost of \$1,826.14 was made by Jack Area, seconded by David Crellen. The motion was approved unanimous.

**Management Reports:**

The Management reports for the period ending August 31, 2021, which consisted of the Violation Report and the Architectural Request Report, and the Closed Escrow report were reviewed.

After review, Motion to accept the Management Reports as prepared was made by Heather Andrews, seconded by Jack Area. The motion was approved unanimous.

**NEXT MEETING:**

The next regular Board of Directors Meeting has been scheduled for Tuesday, October 16, 2021, 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 4:15 p.m.

Respectfully submitted,  
Patricia Moeller, General Manager  
Personalized Property Management Company

<b>CERTIFICATE OF SECRETARY</b>	
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.	
DATED: <u>10/19/21</u>	
	Palm Desert Country Club Association A California Corporation
BY: <u>Heather Andrews</u>	<u>Heather Andrews</u> Secretary or Director