

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
Palm City Association dba  
**Palm Desert Country Club Association**  
**September 15, 2020**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, September 15, 2020 immediately following the Executive Session Meeting at 2:55pm 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 Lefave, Treasurer  
Raymond Rieger, Director  
Kathleen O'Brien, Director  
Patricia Munson, Director  
Jack Area, Director- Via Teleconference

**DIRECTORS ABSENT:** None

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

**CALL TO ORDER:**

Ron Crisp called the Open Session meeting to order at 2:55 p.m.

**APPROVAL OF THE AGENDA:**

Motion to approve the meeting agenda as presented was made by Patricia Munson, seconded by Mary Kucala. The motion was approved unanimous.

**HOMEOWNER FORUM:**

George and Sharon Camacho expressed their concerns with a neighbor's short term rental and the noise coming from the short-term rental. Management informed the owners that a letter of noise complaint will be sent to the owners of the short-term rental property.

**PRESIDENT'S REPORT:**

There was no report from the President.

**SECRETARY'S REPORT:**

**Minutes:**

After review, motion to approve the June 16, 2020 meeting Minutes as submitted was made by Krisie Lefave, 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 55 minutes. Discussion included contracts, discipline hearings and collection matters. There was also an approval to promote the onsite manager to general manager effective January 1, 2021, which coincides with the retirement of the current general manager.

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

The Treasurer's report was given by General Manager, Steven Shuey. The August 31, 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 \$60,491.15 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 August 31, 2020 financial report and bank reconciliations as prepared was made and seconded. The motion was approved unanimous.

### **2021 Draft Budget Review**

There was discussion increasing the annual assessment due to the loss of income from the Montessori School and the hall rentals. The Board will get further into discussion at the budget meeting on September 22. Management informed the board in order to get the budget package out in a timely manner so that the owners are made aware of the assessment increase prior to the end of the year, the board would need to approve the 2021 budget at the October 20 meeting.

### **2021 Draft Reserve Study**

The Board reviewed the 2021 Draft Reserve Study. Management made recommendations for changes to the reserve study after meeting with various service providers to extend the remaining useful lives on various items in the reserve study. After review, Motion to approve managements recommended changes to the reserve study was made by Patricia Munson, seconded by Krisie Lefave. The motion was approved unanimous.

### **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 or get the account paid in full.

### **COMMITTEE REPORTS:**

#### **Emergency Preparedness Committee**

There was discussion on not replacing the committee chair due to placing this item on hold.

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

No report was given.

#### **Social Committee- Chair, Krisie Lefave**

The Social Committee has cancelled all events for 2020 due to the Covid-19 Pandemic.

## **CURRENT BUSINESS:**

### **Appointment of Officers**

There was discussion on the appointment of the Vice President and Treasurers positions that were not appointed after the annual meeting. Treasurer, Krisie Lefave informed the board that she is stepping down as Treasurer. After discussion, Motion to approve in appointing Kathleen O'Brien to the Vice President's position and John Area to the Treasurer's position was made by Ron Crisp, seconded by Mary Kucala. The motion was approved with 6 ayes and 1 nay.

## **NEW BUSINESS:**

### **Montessori School Update**

It was reported to the board that the Montessori School will not be back for the 2020-2021 School year. The annual lease was also discussed. The Board instructed management to reach out to the school administrator and discuss mutually canceling the current annual lease without penalties. There was also discussion on allowing the school to rent a room until the building can be rented either long term or short term. It was agreed that although the option could be considered, more information is needed prior to making the decision.

### **Contract Saving Recommendations**

Management was requested to review the current contracts and determine if there were any contracts we could reduce the number of days of service without compromising the overall maintenance to the property. Management found that the pool service contract could be lowered from 6 days per week to 3 days per week and save \$650 per month and the Janitorial contract from 3 days per week to one day per week and save \$800 per week. With a total savings of \$1,450 per month. The Board was informed that these contracts should be reinstated to the regular scheduled days should the maintenance seem to be lacking.

### **Rental Loss Reimbursement from Insurance Claim**

Management reached out to the Association's insurance agency inquiring about rental loss due to covid-19. Management received notice from the insurance company denying the association's claim. The notice stated there are exclusions for communicable diseases.

### **Landscape Contract Increase**

The board reviewed a letter from the landscape company informing them there will be an increase in the monthly contract price by 3%. There was no action taken.

## **Management Reports:**

The Management reports for the period ending August 31, 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 3:20 p.m.

Respectfully submitted,  
Patricia Moeller, Onsite 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: \_\_\_\_\_

Palm Desert Country Club Association  
A California Corporation

BY: \_\_\_\_\_

Secretary or Director