

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
June 19, 2018

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, June 19, 2018 at 5:29 p.m. in the Association's Board Room. 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
Raymond Rieger, Director
Krisie Lefave, Director
Kathleen O'Brien, Director

DIRECTORS ABSENT: Kim Herman, Director

ALSO PRESENT: Steven Shuey, PCAM, CCAM, General Manager and Patricia Moeller, On-site Community Association Manager.

CALL TO ORDER:

Ron Crisp called the Open Session meeting to order at 5:29 p.m.

APPROVAL OF THE AGENDA:

A motion to approve the meeting agenda as presented was made by Josanne Smith, seconded by Raymond Rieger. The motion was approved unanimously.

HOMEOWNER FORUM:

The following comments were made during open forum; Homeless living in the community, theft of gas, packages, and vehicle burglaries. Community Service Officer, Stacey Austin talked about identity theft, security cameras and vacation home checks made by Citizens on Patrol.

PRESIDENT'S REPORT:

Ron Crisp welcomed the new board members. It was noted that all board members were elected anew at the recent Annual Meeting in compliance with the recently restated bylaws. The Board and Management introduced themselves with a brief biography.

SECRETARY'S REPORT:

Minutes:

After review, a motion to approve the meeting Minutes of the May 15, 2018 as submitted by management was made, seconded and approved 5/1 (Krisie Lefave abstained as she was not in attendance at the meeting).

Disclosure of Executive Session:

There has not been an executive session meeting since May 15, 2018. It was noted that there will be one following this meeting to discuss delinquencies and contractual issues.

TREASURERS REPORT:

The Treasurer's report was given by Steven Shuey. The May 31, 2018 financial reports were reviewed in detail along with a one page summary addressed to the Board. It was noted that bank statements and reconciliations were reviewed. It was noted that the association is over budget for the month by \$5,729 and under budget for the year by \$35,315. It was noted that the over budget condition this month was a result of how certain expenses occurred in relation to the budget.

Mr. Shuey also noted that one homeowner expressed concern with the reserve analysis during the Annual Meeting earlier this evening. The board agreed that the reserve analysis will be on a future agenda for intensive review.

It was also noted that there is a CDAR account in the amount of \$110,129.35 that matures each month. The Board has opted to allow the CDAR to roll over into another four (4) week term.

There are also 2 additional CDAR accounts that matured and rolled over at the end of May. CDAR account number 1020824901 in the amount of \$162,301.54 rolled over into another 26 week term. CDAR account 1021122285 in the amount of 210,322.55 rolled into another 13 week term.

After review, a motion was made and seconded to accept the May 31, 2018 financial report and bank reconciliations as prepared by management. The motion was approved unanimous.

Collection Report:

Collection matters were discussed. The Board approved in sending 36 delinquent homeowners a pay or lien notice.

UNFINISHED BUSINESS:

Spa & Pool Area Deck Work/Pool Plaster Proposals

The Board reviewed a quote from RP Gunite, Inc. to have the pool/spa deck repaired and add a coat of color sealer at a cost of \$46,363. The Board felt that the pool coping needs to be repaired before the pool deck is repaired. The Board requested that management obtain a proposal to repair the pool coping and obtain an additional deck repair proposal be obtained for comparison.

LED Lighting Replacement Update

The Board reviewed 3 proposals to update the lighting in the management office, board room, Alice Marble Hall, restrooms and all exterior lighting to LED. After review, Motion to approve the GrayCo Electric proposal to update the lighting to LED at a cost of \$9,531.00 was made by Raymond Rieger, seconded by Josanne Smith. Motion to approve was unanimous.

Alice Marble Hall Issues/Use Request

There was a request by Charlie Ash to use the Alice Marble Hall at no charge for a non-profit group called Daylight Watch that helps children with speech impediments. The request is for use of the hall for 1-2 days a month at no charge. Charlie will need a letter of authorization

from the association for use of the Hall. After discussion, Motion to approve to allow the use of the Alice Marble Hall for a non-profit group 1-2 days per month at no charge was made by Josanne Smith, seconded by Raymond Rieger. The motion to approve was unanimous. Management will meet with Charlie Ash to determine what days are available for use. There were no other issues to report.

Ring Down Phone at Hall & Pool Area

Management is in the process in getting the ring down phone installed on the guard house at the pool/spa area.

Annual Meeting Disclosure and Appointment of Officers

The annual meeting of Palm Desert Country Club Association was held today, June 19, 2018 at 5:00 PM. The election of new board members by acclamation in accordance with the restated bylaws was announced at that meeting. Seven board members were elected.

The following nominations for Officers and Directors for the Board of Directors were made, seconded and unanimously approved.

President, Ron Crisp,
Vice President, Josanne Smith
Secretary, Angela Sacco
Director, Raymond Rieger
Director, Kathleen O'Brien
Director, Krisie Lefave
Director, Kim Herman

Due to the absence of Kim Herman, the Treasurer was not appointed. The Board approved to have Steven Shuey appointed as Assistant Treasurer to the association until the Treasurer is appointed in September 2018.

NEW BUSINESS:

Community Issues-Discussion with Community Officer Stacey Austin

The following issues were discussed: Homeless living in the community, theft of gas, packages, and vehicle burglaries. Community Service Officer, Stacey Austin talked about identity theft, security cameras and vacation home checks made by Citizens on Patrol. Two documents, an Identity Theft brochure and a Home Security Handbook were passed out to those present at the meeting.

Schedule Board Orientation

Management has suggested that the Board attend a 2 hour Board Orientation with Steven Shuey free of charge. The Board Orientation has been scheduled for September 18, 2018 at 4:00 p.m. with Steven Shuey.

Pure Community Website Link

There was discussion on adding a link to the association's website called Pure Community, where homeowners could find reliable vendors for services they may need. Pure Community is a program that benefits the community with pre-screened vendors. The association would receive 20% of the gross advertising fees obtained through this website. It was noted that the proposed web site would be independent of the HOA website, except for a link to it. The association would be expected to promote the website and recommend advertisers from the site when asked. There would be no cost to the association for setup. After discussion, Motion

to decline the offer of adding this link to the association's website was made by Angela Sacco, seconded by Kathleen O'Brien. The motion was unanimous.

Updated Collection Policy

The updated Collection Policy was sent out to the membership by general notice for review and comment for 30 days as directed at the last meeting. Management did not receive any comments from homeowners. After review of the revised policy, Motion to approve the updated Collection Policy was made by Raymond Rieger, seconded by Angela Sacco. The motion to approve was unanimous.

Small Business Loan Presentation

The Board decided that since the pool refurbishment project is no longer on the agenda that a small business loan is no longer needed.

Exterior Building Painting

The Board reviewed the paint specifications provided by Dunn Edwards Paint. There were four (4) painting companies that have been invited to attend a job walk of the property with management in preparation of providing a proposal. The Board is looking to change the colors of the building exterior with brighter more vibrant colors. Dunn-Edwards will be contacted to provide alternative color schemes.

Handyman Projects

The Board reviewed photos of the maintenance shed area that is cluttered and should be cleaned up and organized. Management has requested if approved that the handyman develop an inventory list for the equipment in and around the sheds. After discussion, Motion to approve hiring Rogue Maintenance for the cleanup of the maintenance sheds and surrounding areas at 10 hours per week at \$35 per hour. Not to exceed \$350 per week. The motion was approved unanimous.

Management Reports:

The Management report for the period ending May 31, 2018 which consisted of the Operations Report, Action Item List, Violation Report, the Architectural Request Report, Neighborhood Watch Crime Log, Escrows Closed and Action List were reviewed.

After review, Motion to accept the Management Reports as prepared by Management was made by Kathleen O'Brien, seconded by Josanne Smith. The motion was approved unanimous.

Committee Reports:

Emergency Preparedness Committee - Chair, Raymond Reiger

This committee is looking into Generator/Solar Panels/Electrical Upgrades/Hand Held Radios. Raymond Rieger donated a set of inexpensive hand held 2-way radios to the association. The onsite staff was to use them when possible and report back to the board at the next meeting. Management has reported that the walkie talkies worked well in close proximity, and will continue to use and report. It was noted that other more expensive radios are in use for Emergency Preparedness committees in other communities managed by PPM that work very well and communicate with the City (Rancho Mirage). The board suggested this be looked into as well.

Neighbors Helping Neighbors Program for PDCCA - Chair, Kathleen O'Brien
No report given.


NEXT MEETING:

The next Board of Director Meeting is to be held on Tuesday, September 18, 2018 at 6:00 PM at the Association's Board Room. (No meetings are scheduled in July or August)

ADJOURNMENT:

With no further business to be brought before the board and upon a motion made by Kathleen O'Brien, seconded by Josanne Smith and unanimously approved, the meeting was adjourned at 7:45 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 <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>9-18-18</u>	
	Palm Desert Country Club Association A California Corporation
	BY: <u></u> Secretary or Director