

**PALM DESERT COUNTRY CLUB ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Palm Desert Country Club Association Alice Marble Hall  
77-800 California Drive, Palm Desert, CA 92211  
May 16, 2017**

**A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, May 16, 2017 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  
Charles Ash, Director  
Kathleen O'Brien, Director  
Steven Waller, Director

**DIRECTORS ABSENT:** None.

**ALSO PRESENT:** Debbie Boss, Community Association General Manager, representing Personalized Property Management.

**HOMEOWNER'S PRESENT:**

Raymond Rieger, 43260 Texas Avenue, Palm Desert, CA 92211  
Steven Waller, 77250 Minnesota Avenue, Palm Desert, CA 92211  
Dennis Norlin, 76899 Oklahoma Avenue, Palm Desert, CA 92211

**CALL TO ORDER:**

Ron Crisp called the Open Session meeting to order at 6:07 p.m.

*A motion was made by Charles Ash, seconded by Josanne Smith to approve and accept the agenda for this meeting. The motion passed unanimous.*

**HOMEOWNER FORUM:**

None.

**PRESIDENT'S REPORT:**

None.

**SECRETARY'S REPORT:**

**Minutes:**

*A motion was made by Charles Ash, seconded by Josanne Smith to approve the Minutes of the April 18, 2017 meeting. The motion passed unanimous.*

**Disclosure of Executive Session:**

A disclosure of the Executive Session was made by Debbie Boss who indicated that there were Legal, Contract, Collection, Personnel matters and Member Discipline issues discussed. The Executive Session meeting minutes for April 18, 2017 and May 3, 2017 were approved.

### **TREASURERS REPORT:**

The Treasurer's report was given by Debbie Boss. The April 30, 2017 financial reports were reviewed in detail and it was noted that the Association overall is doing well and that Year-To-Date is approximately \$31,000.00 under budget. It was noted that Month-To-Date the Association is over-budget \$6,724.00; this is a result of projected income being lower than budgeted. In addition, there were unexpected pool equipment and building maintenance repairs. Also, unexpected legal fees and security costs for pool monitoring that were not budgeted. It was noted that three Payrolls were processed during the month of April, 2017 which is a contributing factor.

A motion was made by Charles Ash, seconded by Angela Sacco to approve and accept the April 30, 2017 financial statement. Unanimous.

### **Decision to Record Lien:**

The assessments charged against the property identified below are more than 60 days delinquent. In a motion made by Charles Ash, seconded by Josanne Smith, the Board of Directors hereby authorizes its attorney to record a lien on behalf of the Association, against the following property: APN: 637-062-008. Motion passed unanimous. Board Secretary, Angela Sacco signed the authorization.

### **Collection Report:**

Collection matters were discussed in the Executive Session on May 16, 2017. It was noted that there are a number of delinquent accounts being worked on by the Association's Attorney and PPM.

### **MANAGEMENT & MAINTENANCE REPORTS:**

#### **Old Business:**

Security Camera System Proposals: Following discussion, A motion was made by Josanne Smith, seconded by Charles Ash to approve and accept the proposal received from Grayco Electric in the amount of \$5,984.00 to install a new security camera system on the property which will include 16 camera locations to be determined by PDCCA. The motion passed unanimous.

It was noted that Grayco Electric's proposal provided a substantial cost savings to the Association. Management obtained proposals from five security companies who all bid on the same specifications and after a detailed review, the Board approved the proposal received from Grayco Electric dated 5/1/2017, Estimate #709 in the amount of \$5,984.00.

PDCCA Newsletter Mailing List: As a cost savings measure, A motion was made by Josanne Smith, seconded by Charles Ash to mail the newsletter to only one address of record (rather than the property address and a secondary mailing address). No secondary mailing address will be permitted for the newsletter mailing list. Unanimous.

### **New Business:**

Appointment of New Board Member, Steven Waller: A motion was made by Kathleen O'Brien, seconded by Josanne Smith to appoint Steven Waller to the PDCCA Board of Directors for the remaining term of two years to fill the open seat which resulted due to the recent resignation of James Olsen. The motion passed unanimous.

It was noted that the 2017 Annual Meeting date has been set for Tuesday, June 20, 2017 at 6:00 p.m. and that the organizational meeting will immediately follow the Annual Meeting.

LaBarre/Oksnee Insurance Renewal Proposal for 2017-2018: Following discussion, A motion was made by Josanne Smith, seconded by Angela Sacco to accept the proposal received from LaBarre/Oksnee Insurance in the amount of \$20,015.76 for the renewal term 6/14/2017 – 6/14/2018 which provides General Liability, Umbrella, Directors & Officers and Fidelity Bond insurance coverage as outlined on the proposal. The motion passed unanimous.

It was noted that the policy cost increased \$12.00 for the same coverage provided as last year.

Alarm System Proposals: Following discussion, A motion was made by Josanne Smith, seconded by Steven Waller to approve and accept the proposals received from Personalized Security Services to install four separate new alarm systems and approve the associated monthly monitoring fees.

The cost to install the alarm in the pool/spa area shall be \$475.00, the cost to install the alarm in Alice Marble Hall shall be \$525.00, the cost to install the alarm in the Board Room shall be \$475.00, the cost to install the alarm in the Management office shall be \$475.00.

The monthly monitoring fees are \$36.00 per month, per alarm - (which totals \$144.00 per month).

The Board agreed that if a new alarm system is required to be installed at the school that the cost shall not exceed \$600.00 for the installation and no more than \$36.00 per month for monitoring fees. The motion passed unanimous.

Jazzercise and Ballroom Dance Tenant's Reimbursement: Following discussion, A motion was made by Josanne Smith, seconded by Angela Sacco to reimburse the Jazzercise Tenant \$51.00 and the Ballroom Dance Tenant \$290.00 for lost revenue; this decision was made because the Tenants were given short notice that they would not be able to utilize Alice Marble Hall on April 18, 2017 due to the Board's decision to hold a meeting at Alice Marble Hall on that date. The motion passed unanimous.

Property Drainage (Previous Flood): The Board is interested in finding out if the City has done anything to deflect water during heavy rains? Did the City install any type of drains when the round-about project was done? The Board instructed Management to speak with the City and inquire about this matter. In addition, to contact LaBarre/Oksnee and find out if it is possible to obtain a separate flood insurance policy.

**Management Report:**

1. Management reviewed the PDCCA Violation Report, the Architectural Request Report, Neighborhood Watch Crime Log Report, PDCCA Debit Card Purchase Report, Newsletter Advertiser List and Accomplishment Log with the Board for the period ending April 30, 2017.

**Committee Reports:**

None.

**NEXT MEETING:**

The next Open Session Board meeting is scheduled for Tuesday, June 27, 2017 at 6:00 p.m.

The Annual Meeting has been scheduled for Tuesday, June 20, 2017 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 8:00 p.m. on A motion made by Charles Ash, seconded by Kathleen O'Brien. Unanimous.

**Respectfully submitted,  
Debbie Boss, Community Association General 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>6-27-17</u>	
	Palm Desert Country Club Association A California Corporation
BY: <u>Ron Crisp - President</u>	Secretary or Director