

**REGULAR MEETING MINUTES  
BOARD OF DIRECTORS  
Palm City Association dba  
Palm Desert Country Club Association  
September 18, 2018**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, September 18, 2018 at 6:00 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 6:02 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 unanimous.

**HOMEOWNER FORUM:**

The following comments were made during open forum; Homeowner Kyle Brooks brought to the Board attention that there is an animal rights group called "Best Friends" which pick up stray cats from the neighborhood has them neutered and drops them back off in the neighborhood because they know they will be given water and food. The homeowner wanted to know if the association could send a letter to this group requesting that they not drop these cats back off in the neighborhood. The Board directed management to send a letter to Best Friends and CC Pedro from the City of Palm Desert.

**PRESIDENT'S REPORT:**

No report.

**SECRETARY'S REPORT:**

**Minutes:**

After review, a motion to approve the meeting Minutes of the June 19, 2018 as submitted by management was made by Angel Sacco, seconded by Ron Crisp. The motion was approved unanimous.

### **DICLOSURE OF EXECUTIVE SESSION:**

An executive session meeting was held on **June 19** following the Annual meeting of owners, which lasted 22 minutes.

In addition to routine business of approving previous executive session meeting minutes, the board discussed confidential matters on...

-Golf course housing development issues

-Cell tower lease agreement issues

Issues regarding Collections, including approval on 36 delinquent owners to receive "pay or lien letters"

**On June 28** a violation meeting was held concerning 5 owners. Violations were related to landscaping and home appearance. Fines were assessed on 4 units, one unit made corrective action and no fine was levied.

**On August 20** there was an Executive session meeting held at 9:00 AM which lasted about 25 minutes. The meeting was regarding confidential legal matters.

**Today, at 5:00 PM**, prior to this meeting, an executive session meeting was held which lasted about 62 minutes. Discussion included legal matters on Golf Course issues; and review of proposed contracts on a solar project. Collection actions were also discussed. There were 19 approvals for action to place liens and 2 requests for fees to be waived, and 2 requests to write off outstanding balances.

### **TREASURERS REPORT:**

The Treasurer's report was given by Steven Shuey. The August 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 \$14,871 and over budget for the year by \$17,642. It was noted that the over budget condition this month was a result of how certain expenses occurred in relation to the budget and the budgeted income being under budget.

It was also noted that there is a CDAR account in the amount of \$110,131.87 that matures each month. The Board has opted to allow the CDAR to roll over into another four (4) week term.

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

### **Collection Report:**

After review, Motion to deny homeowners (APN #637-041-009) request to remove the \$8 admin fee, the \$33 late fee and the \$200 Pay or Lien letter fee from their account was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to deny homeowners (APN # 637-470-052) request to remove the \$8 admin fee, \$33 late fee and the \$200 Pay or Lien letter fee removed from their account was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-033-004 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-047-003 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-123-007 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-112-010 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-111-012 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-112-006 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-233-004 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-234-027 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-232-008 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-273-005 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-272-023 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-190-029 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-115-015 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-032-009 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-031-015 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-093-011 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-470-004 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-470-033 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

After review, Motion to execute and record an assessment lien against APN #637-063-051 was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

#### 2019 Draft Annual Budget

The Board reviewed the draft budget. The Board scheduled a budget meeting for Tuesday, October 3, 2018 at 3:00pm in the board room.

#### 2019 Draft Reserve Study

The Board reviewed the Reserve Study prepared by SCT Reserve Consultants. There are a few changes that need to be made to the study. Management will contact SCT to have the changes made to the study.

#### 2017 Audit

The Board reviewed the 2017 Audit that was prepared by Beck & Associates. After review, Motion to approve mailing the 2017 Audit that was prepared by Beck & Associates to all owners was made by Raymond Rieger, seconded by Josanne Smith. The motion was approved unanimous.

#### **Committee Reports:**

Emergency Preparedness Committee - Chair, Raymond Rieger

This committee is looking into Generator/Solar Panels/Electrical Upgrades/Hand Held Radios.  
No report given.

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

No report given.

#### **UNFINISHED BUSINESS:**

Alice Marble Hall Issues

No report.

Ring Down Phone at Pool Area

This has been completed.

Interior/Exterior Building Painting

The Board reviewed the paint specifications provided by Dunn Edwards Paint and ten (10) color schemes. The Board also reviewed painting proposals from Prime Co., MC Painting and Moreno and Sons Painting, Inc. for the painting of the interior of the management office & board room and the exterior of all the buildings. The Board have chosen to change the color of the buildings. The body of the building will be Gray with white gates and a light gray for the trim. The doors will be painted blue. After review, Motion to approve the Interior/ Exterior Painting proposal from Moreno & Sons Painting, Inc. at a cost of \$20,937 and the new color scheme was made by Raymond Rieger, seconded by Krisie Lefave. The motion was approved unanimous.

#### Pool Coping Repair Proposal

The Board reviewed proposals for the repair of the coping on the family pool. Included in one proposal was the replacement of the tile and to re-plaster the pool. The other proposal was for the repair of the coping only. The Board requested a meeting with both contractors at the pool area.

#### **NEW BUSINESS:**

##### Toilet Replacement Proposal

The Board reviewed a proposal from Southwest Plumbing to have three toilets at the Hall replaced due to clogging issues. The Board requested additional information from Southwest Plumbing to include video camera investigation.

##### Ratify Spa Filter Replacement

Management had the pool filter and plumbing replaced due to leaks in the filter. The cost to have the filter and plumbing replaced was within management's authority to do so without approval from the Board. The cost of the filter replacement was \$1,100. After review, Motion to ratify management action to replace the pool filter and plumbing at a cost of \$1,100 was made by Josanne Smith, seconded by Kathleen O'Brien. The motion was approved unanimous.

##### Ratify Approval of the AMH AC Unit Compressor

The Alice Marble Hall AC Unit compressor went out and needed to be replaced. After review, Motion to ratify managements action to replace the AC unit compressor at a cost of \$3,428 was made by Josanne Smith, seconded by Raymond Rieger. The motion was approved unanimous.

##### Civil Code 4041

The Board reviewed Civil Code 4041 Member Contact Information update requirement and has approved having PPM handle the process of mailing the form to the membership in accordance with the civil code. The cost is \$9 per unit plus printing & postage.

##### Alice Marble Hall & Management Office Window Replacement

The Board reviewed a proposal from California Windows & Doors to replace the single paned windows in the AMH and management office with dual pane windows to save on energy costs. After review, Motion to approve the proposal from California Windows & Doors to replace the windows inside the AMH and management office at a cost of \$23,470 was made by Josanne Smith, seconded by Raymond Rieger. The motion was approved unanimous.

Updated Rules & Regulations

The Board was presented a redlined copy of the current rules & regulations. The Board will review the rules & regulations and will report back to management at the October 3, 2018 Budget & Rules meeting.

**Management Reports:**

The Management report for the period ending August 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.

**NEXT MEETING:**

The next regular Board of Directors Meeting is to be held on Tuesday, October 16, 2018 at 6:00 PM at the Association's Board Room. It was further agreed the board will meet for a budget and rules meeting on October 3, 2018.

**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 8:03 p.m.

Respectfully submitted,  
Patricia Moeller  
Onsite Community Association 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>10-16-18</u>	
	Palm Desert Country Club Association A California Corporation BY: <u><i>Charles Jacco</i></u> Secretary or Director