

**PGA WEST FAIRWAYS ASSOCIATION
REGULAR SESSION BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 28, 2016 AT 2:30 P.M.
LOCATION: PRIVATE CLUBHOUSE – BOB HOPE ROOM**

MINUTES

BOARD MEMBERS PRESENT (5)

Deborah Brill, President
Barbara Larsh, Vice President
Jennifer Jenkins, Secretary/Treasurer
John Cochrane, Director
Brian Foord, Director

ALSO PRESENT:

The Management Trust, Desert Division

Cassie Gertz, General Manager
Kari Martin, Operations Manager

- I. CALL TO ORDER – After establishing a quorum was present, President Deborah Brill called the meeting to order at 2:37 P.M.
- II. OPEN FORUM – Open forum topics included the Time Warner Cable service, vehicle and homeowner safety issues, vendor parking, trash collection and concerns from Landscape Committee members.
- III. MINUTES –
 - A. Motion m/s/c to approve the Regular Session meeting minutes dated December 17, 2015 as presented. Barbara Larsh abstained from the vote, as she was not present.
 - B. Motion m/s/c to approve the Special Board meeting minutes dated January 5, 2016 as presented.
- IV. FINANCIAL REPORT
 - A. Acceptance and Approval of December 2015 Financials/Variance Reports – The Board tabled the December 2015 financials until they can be revised to reflect the appropriate accruals. The Board will review the revised December 2015 financials at the February 2016 meeting.
- V. MANAGEMENT REPORT
 - A. Work Order Report – Cassie Gertz presented the work order report for December 2015.
 - B. December Pool/Spa Chemical Testing Report – The Board reviewed the information included in the packet.
 - C. Trusted Partner Spotlight – The Board reviewed the information included in the packet.
- VI. COMMITTEE REPORTS
 - A. Architectural Review Committee – Motion m/s/c to accept the Architectural Committee meeting minutes dated January 4, 2016 as presented.
 - B. Landscape Committee –
 - a) Recommendation – Summer Color Reduction – The Board considered the recommendation from the Landscape Committee to reduce the summer color application to common areas only with no plantings in front yards. The Board requested that the Delegates discuss this proposal with their homeowners and bring the information to the SBA Annual Meeting. The Board agreed to approve the expenditure for summer color not to exceed \$35,000 (3 in favor, 1 abstain), with the understanding that the decision would be made at the SBA Annual Meeting.
 - b) Pool Furniture – The Board agreed to remove the pool furniture project from the Landscape Committee agenda and add it to the Board agenda as it is not an item that should be on the Landscape Committee agenda.

VII. UNFINISHED BUSINESS –

- A. Burrtec Trash Collection Services – Renado Gouldlock from Burrtec Waste gave a presentation to those present regarding automated trash pickup. The Board requested the Delegates take the information to their homeowners to see if they are interested in this service. The Delegates will bring that information to the SBA Annual Meeting.
- B. Toll Brothers SBA Draft Straw Poll Landscape Obligations – The Board agreed that the straw poll draft needs additional revisions.
- C. Monterra, Mailbox Cluster Installation – Motion m/s/c to approve the mailbox installation with the following conditions: mailbox clusters will be completely enclosed with stone and a stucco back, will have Roto-lights mounted and concrete pad that is wide enough to fit which will stay consistent with those that currently exist within the community.
- D. Comments on Proposed Rule Changes – The Board considered the comments submitted and directed Management to include the comments on the next revisions of the documents.
- E. Fairways Revised Architectural Guidelines – After considering the comments received, motion m/s/c to adopt the draft Architectural Guidelines effective January 28, 2016. The Board directed Management to notify the homeowners.
- F. Fairways Revised Rules and Regulations - After considering the comments received, motion m/s/c to adopt the draft Rules and Regulations effective January 28, 2016. The Board directed Management to notify the homeowners.

VIII. NEW BUSINESS

- A. Trash Collection Authorization, Signature Development – The Board reviewed the draft letter to Burrtec Waste. Motion m/s/c approving the automated trash service for Signature with the 35-gallon waste receptacles. The Board directed Management to send the letter to Burrtec Waste.
- B. Artificial Turf Standards/Guidelines – Walt Lloyd presented the Artificial Turf Guidelines. The Board provided feedback on the guidelines. Walt will revise the document and re-submit to the Board for review at the next meeting.
- C. Gutter Repair Proposal, International Paving Solutions - The Board reviewed the proposal from IPS for \$3,200 to repair the gutter in front of 55631 Brae Burn. Motion m/s/c to approve the proposal as submitted.
- D. Landscape Improvement Request, Winged Foot/Bellerive –
 - a. Winged Foot Perimeter Wall – Motion m/s/c to approve the proposal for \$1,400 from Vintage Landscape for the gravel installation in this area, paid from Base reserves.
 - b. Winged Foot/Bellerive (SBA area) – Motion m/s/c to approve the proposal for \$2,100 from Vintage Landscape for the gravel installation in the area, paid from Eagle Bend Reserves. In addition, Donna Swanson provided an email from the homeowners in this area approving the installation.
- E. Approve Maintenance Agreement – Motion m/s/c to approve the Maintenance Agreement. The Board directed Management to clarify this process with Epsten Grinnell & Howell.
- F. Review Manager Expense Limit – The Board discussed the Manager’s expense limit. Motion m/s/c to increase the expense limit to \$2,500 effective immediately. The Board directed Management to add this item to the policy manual.
- G. Governing Documents Restatement
 - a. Set Recorded Date – Tabled.
 - b. Set Meeting Date – Tabled.
 - c. Appoint Inspector of Elections – Motion m/s/c appointing Mary Walker of MW Consulting as the IOE of the Governing Documents Restatement.
 - d. Finalize Restatement Documents – Tabled.
- H. 2016 Annual Membership Meeting
 - a. Set Record Date – Record date was set as of the date Management generated the mailing list, February 5, 2016.
 - b. Approve Mailing Materials – Motion m/s/c approving the mailing materials as submitted. The Board directed Management to mail the notice to the homeowners.

- c. Appoint Inspector of Elections – Motion m/s/c to appoint Walt Lloyd as the IOE for the Annual Meeting. If Walt is unavailable, the Board appointed Bob Brown as the alternate IOE.

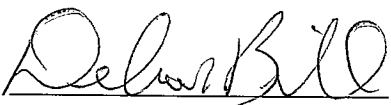
X. NEXT MEETING DATE – 2:30 P.M., Thursday, February 25, 2016 at The Private Clubhouse.

XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 5:15 P.M.

The Board met in Executive Session on January 28, 2016 to discuss member discipline, contracts, legal and personnel matters.

ATTEST

Board Member



Date

3/30/16

Printed Name, Title

DEBORAH BAUU