

**PGA WEST FAIRWAYS ASSOCIATION
REGULAR SESSION BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 23, 2020 AT 2:00 P.M.
LOCATION: PRIVATE CLUBHOUSE – 55955 PGA BLVD., LA QUINTA, CA 92253**

MINUTES

BOARD MEMBERS PRESENT (3)

Chuck Eckman, President
Jennifer Jenkins
Deborah Brill, Secretary/Treasurer

BOARD MEMBERS ABSENT (2)

Barbara Larsh, Director
Ben Dobbs, Director

Management Trust, Desert Division

Cassie Gertz, General Manager
Michelle Reese, Executive Assistant

- I. CALL TO ORDER – After establishing a quorum was present, President Chuck Eckman called the meeting to order at 2:05 P.M.
- II. OPEN FORUM – Open Forum was conducted and ten homeowners were present.
- III. CONSENT AGENDA
 - A. Approval of Minutes, December 12, 2019 – Motion m/s/c to approve the Regular Session meeting minutes dated December 12, 2019 as presented.
 - B. Management Reports – Action List
 - C. Management Reports – Work Order Report – Cassie presented the work order report for December 2019.
 - D. Management Reports – Monthly Calendar – Information Only.
 - E. Committee Reports – ARC Minutes, November 4, 2019 – Motion m/s/c to accept the Architectural Committee minutes dated November 4, 2019.
 - F. Committee Reports – ARC Minutes, December 9, 2019 – Motion m/s/c to accept the Architectural Committee minutes dated December 9, 2019.
 - G. Committee Reports – Landscape Committee Minutes, November 4, 2019 – Motion m/s/c to accept the Landscape Committee Minutes dated November 4, 2019.
- IV. FINANCIAL REPORT
 - A. Acceptance of December 2019 Financials/Ratify Full Financial Review. The Board received and reviewed an electronic copy of the entire financial report. Motion m/s/c to ratify the review of the financial documents and accept the December 2019 Financials as submitted.
 - B. Approve Merrill Lynch Investment Recommendations –
 - Excess Operating: Motion m/s/c to purchase CD for \$100,000 for a term of 24-Months from Liquid Funds after CD matures on February 6, 2020.
 - C. Approve Merrill Lynch Investment Recommendations –
 - Reserves: Motion m/s/c to purchase CD for \$200,000 for a term of 36-Months from Liquid Funds after CD matures on February 10, 2020.
- V. NOTICE OF LIENS – None
- VI. UNFINISHED BUSINESS
 - A. Review Draft Mission Statement – Motion m/s/c to approve the Mission Statement as amended.

VII. NEW BUSINESS

- A. Set Annual Meeting Record Date, February 12, 2020 – Motion m/s/c to set the Owners of Record date as of February 12, 2020.
- B. Appoint Inspector of Elections, 2020 Annual Membership Meeting – Motion m/s/c to appoint Dick Mills as Inspector of Elections.
- C. Review/Approve Draft Elections Rules for 28-Day Comment – Motion m/s/c to approve the Election Rules and send out for a 28-Day Comment period.
- D. Review/Approve 2020 Draft Annual Meeting Ballot Mailer – Motion m/s/c to approve the Annual Meeting Ballot Mailer materials. The Board directed Management to send the mailer.
- E. Review/Approve Draft Architectural Guidelines for 28-Day Comment – Motion m/s/c to approve the Draft Architectural Guidelines pending Counsel’s for review.
- F. Review Revised Master Association Combined Community Rules & Regs – Tabled until February meeting.
- G. Review/Approve Homeowner Communication/Authorization Policy – Motion m/s/c to approve and adopt the Homeowner Communication/Authorization Policy.
- H. Review New Homeowner Information Form – The Board reviewed the agenda item.
- I. Review/Approve Pool Heater Replacement, St. Andrews Pool – Motion m/s/c to accept the proposal as submitted by Pristine Pools for the St. Andrews Pool Heater replacement not to exceed \$3,650.00.
- J. Review Earthquake Coverage Proposal – The Board reviewed the information.

VIII. CORRESPONDENCE – The Board reviewed the correspondence.

IX. NEXT MEETING DATE – 2:00 P.M., Monday, February 24, 2020 at the Private Clubhouse.

X. ADJOURNMENT – Motion m/s/c to adjourn the Regular Session meeting at 3:45 P.M.

The Board met in Executive Session on January 23, 2020 to discuss member discipline, collections, contracts, developer, personnel and legal matters.

ATTEST

Board Member _____

Date _____

Printed Name, Title _____