

**PGA WEST FAIRWAYS ASSOCIATION
REGULAR SESSION BOARD OF DIRECTORS MEETING
THURSDAY, JANUARY 25, 2018 AT 1:30 P.M.
LOCATION: PRIVATE CLUBHOUSE – 55955 PGA BLVD., LA QUINTA, CA 92253**

MINUTES

BOARD MEMBERS PRESENT (3)

Deborah Brill, President
Barbara Larsh, Vice President
Benjamin Dobbs, Director

BOARD MEMBERS ABSENT (2)

Jennifer Jenkins, Secretary/Treasurer
Chuck Eckman, Director

The Management Trust, Desert Division

John Beaman, VP of Resort Communities
Cassie Gertz, General Manager
Michelle Reese, Administrative Assistant

- I. CALL TO ORDER – After establishing a quorum was present, President Deborah Brill called the meeting to order at 1:30 P.M.
- II. OPEN FORUM – Open Forum was conducted and six homeowners were present.
- III. MINUTES
 - A. December 14, 2017 – Motion m/s/c to approve the Regular Session meeting minutes dated December 14, 2017 as presented.
- IV. FINANCIAL REPORT
 - A. Acceptance of November 2017 Financials – Motion m/s/c to accept the November 2017 Financials as submitted.
 - B. Acceptance of December 2017 Financials – Motion m/s/c to accept the December 2017 Financials as submitted.
 - C. Merrill Lynch Recommendations –
 - Reserve: Motion m/s/c to purchase a CD for \$200,000 for a term of 6-Months from Liquid Funds; and a CD for \$200,000 for a term of 36-months after CD matures on February 9, 2018.
 - Operating: Motion m/s/c to purchase a CD for \$100,000 for a term of 18-Months after CD matures on February 20, 2018.
- V. MANAGEMENT REPORT
 - A. Action List – Information only.
 - B. Work Order Report, December – Cassie Gertz presented the work order report December 2017.
 - C. Monthly Calendar – The Board reviewed the information and directed Management to continue to update the calendar.
 - D. Update on Various Projects – Cassie Gertz provided updates relative to SBA painting projects, tree trimming, LED bulb replacements, and storm drain cleaning. No action needed.
- VI. COMMITTEE REPORTS
 - A. Architectural Review Committee Minutes, December 4, 2017 – Motion m/s/c to accept the Architectural Committee meeting minutes dated December 4, 2017.
 - B. Landscape Committee Minutes, December 4, 2017 – Motion m/s/c to accept the Landscape Committee meeting minutes dated December 4, 2017.

VII. UNFINISHED BUSINESS

- A. Review Comments on Proposed Rule Changes – There were no comments received on the proposed rule changes.
- B. Approve Draft Election Rules – Motion m/s/c to approve the Election Rules as presented by Counsel.
- C. Approve Draft Rules & Regulations – Motion m/s/c to approve Rules & Regulations with the modification to the parking rules relative to driveway parking.
- D. Approve Draft Architectural Guidelines – Tabled until February meeting.
- E. Heritage SBA Petition, Supplemental Declaration Request – The Board reviewed the information and recommended that Tim McQuiggan (Petition Representative) meet with the homeowner of the rental unit that is causing disturbances to the neighborhood. In addition, the Board discussed that the Heritage SBA did not budget for legal fees and therefore, will need to incur a Special Assessment in order to cover the charges to date. Motion m/s/c to impose a Special Assessment on the 36 Heritage homeowners for \$35.41 per lot for the legal costs incurred to the date of the Special Assessment letter. Letters will be drafted and sent to the heritage SBA homeowners explaining the petition request and need for a Special Assessment.
- F. Fido Station Placement, Greg Norman Area – The Board discussed the agenda item. Ben Dobbs agreed to meet with Deborah Brill to review the areas for the proposed installations.

VIII. NEW BUSINESS

- A. Set Annual Meeting Record Date, Schedule of Events – Motion m/s/c to set the Owners of Record date as of January 26, 2018.
- B. Review/Approve Annual Meeting Mailer – Motion m/s/c to approve the Annual Membership Meeting mailer materials as amended. The Board directed Management to send the mailer.
- C. Appoint Inspector of Elections – Motion m/s/c to appoint Dick Mills as Inspector of Elections. The Board directed Management to collect the ballots envelopes and deliver to Dick Mills at the Annual Meeting.
- D. Bulk Cable Agreement, Update – Information only.

IX. CORRESPONDENCE – The Board reviewed the correspondence.

X. NEXT MEETING DATE – 1:30 P.M., Thursday, February 22, 2018 at the Private Clubhouse.

XI. ADJOURNMENT – Motion m/s/c to adjourn the Regular Session meeting at 2:40 P.M.

The Board met in Special Executive Session on January 9, 2018 to discuss member discipline, legal, contracts, personnel, and developer matters.

The Board met in Executive Session on January 25, 2018 to discuss member discipline, collections, contracts, personnel, legal and developer matters.

ATTEST

Board Member _____

Date _____

Printed Name, Title _____