

**PGA WEST FAIRWAYS ASSOCIATION  
REGULAR SESSION BOARD OF DIRECTORS MEETING  
THURSDAY, MARCH 26, 2020 AT 1:00 P.M.  
LOCATION: CONFERENCE CALL ONLY – DIAL IN: 800-511-7985 CODE: 8689301**

**MINUTES**

**BOARD MEMBERS PRESENT (4)**

Chuck Eckman, President  
Jennifer Jenkins, Vice President  
Deborah Brill, Secretary/Treasurer  
Barbara Larsh, Director

**BOARD MEMBERS ABSENT (1)**

Ben Dobbs, Director

**Management Trust, Desert Division**

Cassie Gertz, Division Vice President of On-Site Communities  
Clint Atherton, 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 1:06 P.M.
- II. OPEN FORUM – Open Forum was conducted and there were no homeowners present..
- III. CONSENT AGENDA
  - A. Approval of Minutes, February 24, 2020 – Motion m/s/c to approve the Regular Session meeting minutes dated February 24, 2020 as presented.
  - B. Approval of Minutes, March 10, 2020 – Motion m/s/c to approve the Special Regular Session Minutes dated March 10, 2020 as presented.
  - C. Management Reports – Action List
  - D. Management Reports – Work Order Report – Clint presented the work order report for February 2020.
  - E. Management Reports – Monthly Calendar – Information Only.
  - F. Committee Reports – ARC Minutes, February 24 2020 – Motion m/s/c to accept the Architectural Committee minutes dated February 24, 2020.
  - G. Committee Reports – Landscape - NONE
- IV. FINANCIAL REPORT
  - A. Acceptance of February 2020 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 February 2020 Financials as submitted.
  - B. Merrill Lynch Investment Recommendations:
    - Reserve: Motion m/s/c to approve purchase CD for \$200,000 for a term of 3-months after maturity on April 15, 2020; purchase CD for \$200,000 for a term of 6-months after maturity on April 21<sup>st</sup> plus Liquid Funds; purchase CD for \$200,000 for a term of 12-months after maturity on May 14, 2020; purchase CD for \$200,000 for a term of 24-months after maturity on May 26, 2020.
    - Excess Operating: Motion m/s/c to approve purchase CD for \$200,000 for a term of 9-months after maturity on April 17, 2020.
- I. NOTICE OF LIENS – NONE
- II. UNFINISHED BUSINESS
  - A. The Masters SBA Appointment of Inspector of Elections for Ballots on Short Term Rental Restrictions – Motion m/s/c to appoint Dick Mills as Inspector of Elections
  - B. Monterra Phase 5 Property Turnover – Motion m/s/c to accept the landscape in Phase 5.
  - C. Vintage Landscape Replacement of Irrigation Time Clocks – Motion m/s/c to approve the proposal as submitted by Vintage Landscape for replacement of the irrigation time clocks for \$208,850.

- D. Vintage Landscape Proposal – Muirfield Village Wall – Motion m/s/c to approve the proposal as submitted by Vintage Outdoors for the Muirfield Village Wall for \$31,935.00 commencing April 1, 2020.
- E. Queen Palms Project Update – Motion m/s/c to remove the remaining queen palms as recommended by Vintage Landscape.
- F. Review/Approve Important Contact Information Card – The Board approved the Important Contact Information Card as amended.
- G. Call for Candidates – Master Association – Motion m/s/c to appoint Deborah Brill as the Fairways homeowner representative to serve on the Master Association Board for a term of one (1) year.

III. NEW BUSINESS

- A. Review/Approve Representation Letter / 2019 Annual Audited Financials – The Board reviewed the 2019 annual audit and representation letter. Motion m/s/c to accept the annual audit and distribute to homeowners in accordance with Civil Code. Motion m/s/c authorizing execution of the representation letter.
- B. Review/Approve Roto-Lite Proposal for Replacement of Timers in Norman Estates - Motion m/s/c to approve the proposal as submitted by Roto-Lite to replace the timers in Norman Estates SBA for \$8,984.87. The Board directed Management to draft a communication to the Norman Estates SBA homeowners and send electronically to Deborah Brill for approval before work begins.
- C. Review/Approve Roto-Lite Proposal for Light Replacement and Monthly Service for the Villas SBA - Motion m/s/c to approve the proposal as submitted by Roto-Lite for the light replacement for \$1,100.91 and for the monthly service in Villas SBA for \$125.00.
- D. Not a Thru Street Sign for St. Andrews Way – Motion m/s/c to approve two (2) “Not a Through Street” signs to be larger and re-created and consistent in color like the existent signs within Fairways and to be placed within the two (2) cul de sacs.

IV. CORRESPONDENCE – The Board reviewed the correspondence.

V. NEXT MEETING DATE – 2:00 P.M., Thursday, April 23, 2020.

VI. ADJOURNMENT – Motion m/s/c to adjourn the Regular Session meeting at 1:43 P.M.

The Board met in Executive Session on March 26, 2020 to discuss member discipline, collections, contracts, developer, personnel and legal matters.

**ATTEST**

Board Member \_\_\_\_\_

Date \_\_\_\_\_

Printed Name, Title \_\_\_\_\_