

**PGA WEST FAIRWAYS ASSOCIATION
REGULAR SESSION BOARD OF DIRECTORS MEETING
THURSDAY, APRIL 27, 2017 AT 2:30 P.M.
LOCATION: PRIVATE CLUBHOUSE – 55955 PGA BLVD., LA QUINTA, CA 92253**

MINUTES

BOARD MEMBERS PRESENT (5)

Deborah Brill, President
Barbara Larsh, Vice President
Jennifer Jenkins, Secretary/Treasurer
John Cochrane, Director – Entered at 3:30 P.M.
Chuck Eckman, Director

ALSO PRESENT:

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 2:49 P.M.
- II. OPEN FORUM – Open Forum was conducted and seven homeowners were present.
- III. MINUTES
 - A. March 23, 2017 – Motion m/s/c to approve the Regular Session meeting minutes dated March 23, 2017.
- IV. FINANCIAL REPORT
 - A. Acceptance and Approval of January 2017 Financials – Motion m/s/c to accept the January 2017 Financials as submitted.
 - B. Acceptance and Approval of February 2017 Financials – Motion m/s/c to accept the February 2017 Financials as submitted.
 - C. Acceptance and Approval of March 2017 Financials – Motion m/s/c to accept the March 2017 Financials as submitted.
 - D. Merrill Lynch Investment Recommendations –
 - Reserve: Motion m/s/c to purchase a CD for \$200,000 for a term of 9-months from Liquid Funds, a CD in the amount of \$200,000 for a term of 24-months after CD matures on April 24, 2017 and April 28, 2017, a CD in the amount of \$200,000 for a term of 36-months after CD matures on May 30, 2017, a CD in the amount of \$200,000 after CD matures on June 28, 2017.
 - Operating: Motion m/s/c to purchase a CD for \$100,000 for a term of 9-months after CD matures on May 12, 2017, a CD in the amount of \$100,000 for a term of 18-months after CD matures on June 21, 2017.The Board directed Management to ensure the interest rates are included in the recommendation sheets from Merrill Lynch going forward.
 - E. Ratify Year-end Financial Statements (Annual Audit) – Management distributed a revised version of the Year-end Financial Statement. The Board reviewed the revisions. Motion m/s/c to ratify Year-end Financial Statements as amended.
- V. MANAGEMENT REPORT
 - A. Action List – Cassie Gertz presented the Manager’s Action List. A draft “Manager’s Message” e-blast was provided to the Board as requested at the last meeting. Motion m/s/c to implement the monthly Manager’s Message e-blast to be reviewed/approved by Deborah Brill and Barbara Larsh prior to sending.
 - B. Work Order Report – Cassie Gertz presented the work order report for March 2017.
 - C. Monthly Calendar – The Board reviewed the information.

VI. COMMITTEE REPORTS

- A. Architectural Review Committee Minutes, March 6, 2017 – Motion m/s/c to accept the Architectural Committee meeting minutes dated March 6, 2017 as presented.
- B. Landscape Committee Minutes, March 6, 2017 – Motion m/s/c to accept the Landscape Committee meeting minutes dated March 6, 2017.
- C. Short Term Rental *ad hoc* Committee Minutes, January 13, 2017 – Motion m/s/c to accept the Short Term Rental *ad hoc* Committee Minutes dated January 13, 2017.

VII. UNFINISHED BUSINESS

- A. Review Combined Community Rules – Tabled until May meeting.

VIII. NEW BUSINESS

- A. Elect Officers, Fairways Board of Directors –
 - Motion m/s/c to elect Deborah Brill as President of the Fairways Board of Directors.
 - Motion m/s/c to elect Barbara Larsh as Vice President of the Fairways Board of Directors.
 - Motion m/s/c to elect Jennifer Jenkins as Secretary/Treasurer of the Fairways Board of Directors.
 - John Cochrane and Chuck Eckman will serve as Directors of the Fairways Board of Directors.
- B. Review/Approve Fairways Committee Charters – Motion m/s/c to approve Architectural Committee Charter, Finance Committee Charter, Landscape Committee Charter, Short Term Rentals *Ad-Hoc* Committee Charter, and *Ad-Hoc* Committee Charter.
- C. Appoint Committee Members, Board Liaisons –
 - Architectural Committee – Motion m/s/c to appoint Chuck Eckman as Chair, Dan Dozer, John Gruber, James Klein, and Walt Lloyd as Architectural Committee members.
 - Finance Committee – Motion m/s/c to appoint Jennifer Jenkins as Chair, Alice Gutowicz, Mark Jenkins, Dick Mills, and Penni Sturgill as Finance Committee members.
 - Landscape Committee – Motion m/s/c to appoint Deborah Brill as Chair, Matt Gutowicz, Kathy Kaufman, Penni Sturgill, and Donna Swanson as Landscape Committee members.
 - Telecommunications Ad Hoc Committee – The Board discussed possible candidates for the Telecommunications Ad Hoc Committee. Motion m/s/c directing Management to see if the following homeowners were willing to serve on this Committee: Jim Wisener, Keith Fox and John Hoffner.
- D. Appoint Haciendas-Estates SBA Delegate Volunteer – Tabled until May meeting to be considered in conjunction with the Delegate Committee appointments. The Board directed Management to send a “Call for Candidates” for the Delegate Committee.
- E. Appoint Legends SBA Delegate/Alternate – Tabled until May meeting to be considered in conjunction with the Delegate Committee appointments.
- F. Review/Approve Fairways Insurance Renewal – Motion m/s/c to approve the renewal proposal effective May 1, 2017 for PGA WEST Fairways master policy as submitted by Arthur J. Gallagher.
- G. Proposal for Annual Palm Tree Trimming – Motion m/s/c to accept the proposal as submitted by Reliable Tree Care in the amount of \$28,000.00 for Annual Palm Tree Trimming.
- H. Ratify Fall Flower Selection/Proposal – Motion m/s/c to ratify the approval of the proposal for Fall Flower Selection/Proposal as submitted by Armstrong Growers for \$43,894.78.
- I. Ratify La Cala SBA Paint Palette – Motion m/s/c to ratify the La Cala SBA Paint Palette as submitted including the revision to the palette to remove DE6267 Dove’s Wing and replace it with DEW328 Pearl White.
- J. Review Draft Letter/Vendor Compliance Fines – The Board reviewed and approved the Draft Letter as submitted and authorized Management to begin sending notices to vendors for violations. In addition, the Board directed Management to draft a letter to the Master Association regarding this process.

- K. Eagle Bend Park Area – Arborist Note – Tree Removal – The Board reviewed and discussed the agenda item. No action necessary.
- L. Phase I Winged Foot – Arborist Note – Tree Removal – The Board reviewed and discussed the agenda item. No action necessary.

IX. CORRESPONDENCE – The Board reviewed the correspondence.

X. NEXT MEETING DATE – 2:30 P.M., Thursday, May 25, 2017 at the Private Clubhouse.

XI. ADJOURNMENT – Motion m/s/c to adjourn the Regular Session meeting at 4:30 P.M.

The Board met in Executive Session on April 27, 2017 to discuss member discipline, collections, contracts, personnel, legal and developer matters.

ATTEST

Board Member _____

Date _____

Printed Name, Title _____