

**PGA WEST FAIRWAYS ASSOCIATION  
REGULAR SESSION BOARD OF DIRECTORS MEETING  
THURSDAY, OCTOBER 26, 2017 AT 1:30 P.M.  
LOCATION: PRIVATE CLUBHOUSE – 55955 PGA BLVD., LA QUINTA, CA 92253**

**MINUTES**

**BOARD MEMBERS PRESENT (4)**

Deborah Brill, President  
Barbara Larsh, Vice President  
Jennifer Jenkins, Secretary/Treasurer (Entered at 3:36 pm)  
Chuck Eckman, Director

**BOARD MEMBERS ABSENT (1)**

Jennifer Jenkins, Secretary/Treasurer

**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 1:39 P.M.
- II. OPEN FORUM – Open Forum was conducted and eight homeowners were present.
- III. MINUTES
  - A. September 28, 2017 – Motion m/s/c to approve the Regular Session meeting minutes dated September 28, 2017 as presented.
- IV. FINANCIAL REPORT
  - A. Acceptance of September 2017 Financials – Motion m/s/c to accept the September 2017 Financials as submitted.
  - B. Merrill Lynch Recommendations – Reserve: Motion m/s/c to purchase a CD for \$200,000 for a term of 36-months after CDs mature on November 20, 2017 and December 4, 2017.
- V. MANAGEMENT REPORT
  - A. Action List – Information only.
  - B. Work Order Report – Cassie Gertz presented the work order report September 2017.
  - C. Monthly Calendar – The Board reviewed the information.
- VI. COMMITTEE REPORTS
  - A. Architectural Review Committee Minutes, September 11, 2017 – Motion m/s/c to accept the Architectural Committee meeting minutes dated September 11, 2017.
  - B. Finance Committee Minutes, August 10, 2017 – Motion m/s/c to accept the Finance Committee meeting minutes dated August 10, 2017.
- VII. UNFINISHED BUSINESS
  - A. Approve Draft Election Rules – Motion m/s/c to approve revised Election Rules for a 30-day comment period. The Board directed Management to include the revised Election Rules in the Annual Budget Mailer to save costs on postage.
  - B. Approve Draft Retained Earnings Policy – Motion m/s/c to approve draft Retained Earnings Policy as amended.
  - C. Approve LED Light Bulb Replacement Project – Motion m/s/c to approve the cost of the LED Bulb Replacement Project submitted by Roto-Lite not to exceed \$178,176.
  - D. Storm Drain/Dry Well Repair – Golf View Drive, Update – Tabled until November meeting.
  - E. Review Budget Presentation Format – The Board reviewed the Budget Presentation format and directed Management to revise the format and send electronically to the Board final review.
  - F. Approve 2018 Calendar Board Meeting Dates – The Board reviewed the information.
  - G. New Homeowner Orientation Presentation – The Board reviewed the New Homeowner Orientation Presentation and directed Management to make additional changes.

- H. Ad Hoc Telecommunications Committee – Motion m/s/c to appoint Keith Fox and Jim Wisener to the Ad Hoc Telecommunications Committee. The Board directed Management to engage these homeowners for feedback on the bulk cable offers.

VIII. NEW BUSINESS

- A. Declarant Action to Appoint Board Representative – The Board reviewed the letter submitted by the Declarant and accepted the appointment of Ben Dobbs as a Director to the Fairways Board.
- B. Appoint Monterra SBA Delegate Committee Member – Motion m/s/c to appoint Lawrence (Larry) Robinson as the Monterra SBA Delegate Committee Member.
- C. Approve Heritage SBA Painting Letter – Motion m/s/c to approve the Heritage SBA painting letter as presented. The Board directed Management to mail the notification.
- D. Ratify Workers Comp Insurance Policy – Motion m/s/c to ratify the Workers Comp Insurance policy as submitted by Arthur J. Gallagher.
- E. Review Management Escrow Procedures – The Board reviewed the information. No action taken.
- F. Ratify Plant Replacement Proposals – For information only.
- G. Architectural Appeal – 55775 Brae Burn – The Board considered the appeal. Motion m/s/c to deny the architectural appeal for the installation of artificial turf in the courtyard of the residence on Brae Burn as artificial turf is prohibited within areas the Association is responsible to maintain. The Board directed Management to draft and send results letter.
- H. 2018 Draft Base and SBA Budgets – The Board reviewed the information. Tabled until November meeting
- I. 2018 Draft Base and SBA Reserve Studies – The Board reviewed the information. Dick Mills, Finance Committee member, suggested that the Board consider utilizing retained earnings to pay for the LED light bulb replacement project. The Board directed Management to revise the reserve studies and budgets to include an increased beginning reserve balance that includes the cost of the LED bulb replacement project. This increase contemplates a transfer from operating to reserves. Tabled until November meeting

IX. CORRESPONDENCE – The Board reviewed the correspondence.

X. NEXT MEETING DATE – 1:30 P.M., Friday, November 17, 2017 at the Tournament Clubhouse.

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

The Board met in Executive Session on October 26, 2017 to discuss member discipline, collections, contracts, personnel, legal and developer matters.

**ATTEST**

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

Date \_\_\_\_\_

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