

**PGA WEST FAIRWAYS ASSOCIATION  
REGULAR SESSION BOARD OF DIRECTORS MEETING  
THURSDAY, NOVEMBER 19, 2015 AT 2:30 P.M.  
LOCATION: PRIVATE CLUBHOUSE – BOB HOPE ROOM**

**MINUTES**

**BOARD MEMBERS PRESENT (4)**

Deborah Brill, President  
Barbara Larsh, Vice President  
Jennifer Jenkins, Secretary/Treasurer  
John Cochrane, Director

**BOARD MEMBERS ABSENT (1)**

Brian Foord, Director

**ALSO PRESENT:**

**The Management Trust, Desert Division**

Cassie Gertz, General Manager  
Kari Martin, Assistant Manager

- I. CALL TO ORDER – Deborah Brill called the meeting to order at 2:30 P.M.
- II. OPEN FORUM –
  - A. Scott Easton, Desert Classic Charities, gave a brief presentation of the upcoming CareerBuilder Challenge and answered questions from homeowners.
  - B. Dick Mills, Toll Brothers SBA, requested an update on the Toll Brothers Maintenance Matrix regarding tree maintenance.
  - C. Terry Galon, Hermitage SBA, stated that the palm trees within Hermitage SBA were not trimmed. Management will follow up on this item.
  - D. Penni Sturgill, Summit SBA, stated concerns regarding the perimeter wall paint. Cassie Gertz informed Penni that she would be scheduling an inspection with MC Painting to inspect the wall during the month of December.
- III. MINUTES – A motion was m/s/c to approve the Regular Session meeting minutes for October 22, 2015 as presented.
- IV. FINANCIAL REPORT
  - A. Acceptance and Approval of September Financials/Variance Reports – Cassie Gertz presented the financial report for the period ending October 31, 2015. She reported that as of October 31, 2015 operating assets were \$901,097.38; reserve assets were \$3,899,169.68; other assets of \$88,149.11; with total assets of \$4,888,416.17 for this period. Motion m/s/c to accept the October 31, 2015 financial statements as presented.
- V. NOTICE OF LIENS – None
- VI. MANAGEMENT REPORT
  - A. Cassie Gertz presented the management report and work order report for September 2015.
  - B. Trusted Partner Spotlight - None
- VII. COMMITTEE REPORTS
  - A. Architectural Review Committee – Motion m/s/c to accept the Architectural Committee meeting minutes of October 30, 2015 as presented.
  - B. Landscape Committee – None
  - C. Finance Committee – None
  - D. Governing Documents *ad hoc* Committee - None

VIII. UNFINISHED BUSINESS –

- A. Proposal to Replace Perimeter Wall Caps – The Board agreed to table the agenda item until the meeting on December 17, 2015. Management was directed to obtain installation costs for the project.
- B. Behind the Gate Trash Pickup – The Board reviewed the information in the packet and directed Management to invite a representative from Burrtec to the next Board meeting in order to clarify the services provided.
- C. Results of Straw Poll in Toll Brothers Special Benefit Area – Cassie Gertz announced the results of the Straw Poll and the Board directed Management to send a Constant Contact email announcing the results.

IX. NEW BUSINESS

- A. Select Annual Meeting Date, Review Draft Timeline – The Board reviewed the information included in the packet and agreed to table the item for further review until the meeting on December 17, 2015.
- B. Landscape Obligations, Special Benefit Areas – The Board discussed the Landscape Obligations. Management was directed to review all of the SBA matrices.
- C. Plant Replacements, Norman Estates Special Benefit Area – Motion m/s/c to approve the proposal from Vintage Associates for plant replacements in the Norman Estates Special Benefit Area not to exceed \$1,754.
- D. Proposal for Utility Box Landscape Upgrades, Landscape Committee Project – Motion m/s/c to approve the proposal from Vintage Landscape for the utility box landscape upgrades not to exceed \$20,480.
- E. Maintenance Agreement Filing Fee – The Board agreed that they would not amend the filing fee charges at this time.
- F. Approve Funds for Vendor Appreciation Barbeque – Motion m/s/c to approve \$800 for Vintage Associates and \$250 for Brian Westlake Landscaping for the annual holiday appreciation BBQ.
- G. Monterra Development, Landscape Plans & Specifications - Motion m/s/c to approve the Landscape Plans dated December 2, 2013 with changes.
- H. Monterra Entry Monument Sign - Motion m/s/c to approve the monument design for Monterra.

X. NEXT MEETING DATE – 2:30 P.M., Thursday, December 17, 2015 at The Private Clubhouse.

XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 4:00 P.M.

The Board met in Executive Session on November 19, 2015, to discuss member discipline, personnel matters and contracts.

ATTEST

Board Member



Date 12/17/15

Printed Name, Title

Deborah Brill, President