

**PGA WEST FAIRWAYS ASSOCIATION
SPECIAL REGULAR SESSION BOARD OF DIRECTORS MEETING
TUESDAY, MARCH 15, 2016 AT 1:00 P.M.
LOCATION: THE MANAGEMENT TRUST
39755 BERKEY DRIVE, STE A, PALM DESERT, CA 92211**

MINUTES

BOARD MEMBERS PRESENT (4)

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

BOARD MEMBERS ABSENT (1)

John Cochran

ALSO PRESENT:

Cassie Gertz, General Manager, The Management Trust – Desert Division

- I. CALL TO ORDER – After establishing that a quorum was present, Deborah Brill called the meeting to order at 1:28 P.M.
- II. OPEN FORUM – No homeowners were present for the meeting.
- III. UNFINISHED BUSINESS –
 - A. Committee Charter Review/Revisions – The Board reviewed the Committee Charters and made revisions. The Board directed Management to revise the Charters and present new drafts to the Board at its next meeting.
 - a) Finance Committee Charter – Motion m/s/c to adopt a Board policy that the Finance Committee should review projects with expenses totaling over \$25,000 and provide recommendations to the Board regarding the financial impact of the expenditure.
 - B. Fairways Letters – Review/Revisions – The Board reviewed the various sample letters sent to homeowners for enforcement, architectural, etc. The Board revised the letters and directed Management to utilize the revised versions for future correspondence.
 - C. Governing Documents Restatement:
 - a) Final Draft CC&Rs – The Board reviewed the draft CC&Rs dated February 23, 2016 and made minor revisions. The Board directed Management to send comments/changes to Legal Counsel for final version.
 - b) Set Record Date - Tabled
 - c) Set Meeting Date - Tabled
 - d) Approve Mailing Materials Comments – The Board reviewed the mailer materials. Motion m/s/c to approve the mailing materials as submitted. In addition, the Board approved adding postage to the return envelopes of the restatement mailer.
- IV. NEW BUSINESS
 - A. Landscape Proposal – Winged Foot Refurbishment – The Board reviewed the proposal and directed Management to send the information to the Finance and Landscape Committees for feedback. The Board tabled the agenda item until the meeting on March 24, 2016.
 - B. Correspondence – Pool Heating Schedule – The Board reviewed the correspondence regarding the common area pool-heating schedule. The Board directed Management to pull the gas bills for Brae Burn.
- V. SIGNATURE DEVELOPMENT - None
- VI. MONTERRA DEVELOPMENT - None
- VII. NEXT MEETING DATE – 11:00 A.M., Thursday, March 24, 2016 at Tournament Clubhouse.
- VIII. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 4:04 P.M.

ATTEST

Board Member _____

Date _____

Printed Name, Title _____