

**PGA WEST FAIRWAYS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION MINUTES  
THE PRIVATE CLUBHOUSE  
Thursday, April 23, 2015, 12:30 P.M.**

**BOARD MEMBERS PRESENT (3)**

Deborah Brill, President  
Barbara Larsh, Vice President (*exited at 2:00 P.M.*)  
Jennifer Jenkins, Secretary/Treasurer

**BOARD MEMBERS ABSENT (1)**

Brian Foord, Director

**The Management Trust, Monarch Group Division**

Jodi Fischer, CCAM, Division President  
Lynn Gilliam, CCAM, Vice-President of Community Management  
Jerry McDonald, CCAM, PCAM, General Manager  
Tiffany Goff, CCAM, Operations Manager

**Also Present**

Greg Gritters, Vintage & Associates  
Fran Mullahy, Vintage & Associates

- I. CALL TO ORDER – Deborah Brill called the meeting to order at 12:41 P.M. Deborah summarized the Executive Session by informing those present that the Board discussed the collections and small claims proceedings, advised that there were violation hearings and \$50 in violation fines assessed, and then adjourned for regular session.
  
- II. OPEN FORUM – Jerry McDonald, Association General Manager, opened the homeowner's forum.
  - A. Julie Leonard, Heritage SBA, addressed water issues and overspray.
  - B. Jim Wisener, The Masters SBA, suggested a rebate program for changing front yard landscape to water conscious plants/turf removal. Mr. Wisener will put together a presentation for the Board for The Masters SBA for review on a later date.
  - C. Jody Shapiro, Turnberry Collections SBA, addressed his concerns with the aesthetics of the new landscape installed on Turnberry Way, the lack of lighting, gate the padlock installed on the pedestrian.
  - D. Bob Brown, Spanish Bay SBA, gave an update on the Queen Palm removal and replacement project for his SBA, and is anticipating completion by the end of May 2015.
  - E. Jim Taylor, Spanish Bay SBA, commented on the new landscape on Weiskopf golf course property; he feels the upgrade is a significant improvement.
  - F. Jim Cox, Heritage SBA, proposed an ADHOC Committee regarding Compliance. Mr. Cox submitted a proposed committee charter for review by the Board at the May 28, 2015 meeting.
  - G. Tom Lynch, Muirfield SBA, questioned when the replacement trees on Legends Way will have their up-lights installed by Roto-Lite.
  - H. Terry Galon, Hermitage SBA, thanked Jerry McDonald for the trip hazard repair completed at his request. He also addressed a recent neighbor to neighbor dispute he was involved in and what actions he has available to him as an Owner/Member.
  - I. Penni Sturgill, The Summit SBA, commented on the water issues and the continuous overspray throughout the Community. She recommended management complete regular walks with the landscape company to address the areas, one street at a time.
  - J. Rae Wheeler, Norman Estates SBA, thanked Tiffany Goff for her quick response in submitting work orders when they're requested by Owners. She also commented on the stagnant golf course water collecting inside the Norman Estates Gate.

- K. Barry Gilmour, Heritage SBA, requested clarification on the pool heating schedule and an update on his curb core drilling, requested in January.
  - L. Carol Pearson, Norman Estates SBA, thanked Tiffany Goff for her work on the Norman Estates Paint Book. She also requested an update on the Norman Estates call box replacement, and commented on the continuous over-spray issued.
- III. MINUTES – A motion was m/s/c to approve the Regular Session meeting minutes for March 26, 2015 as presented.
- IV. FINANCIAL REPORT
- A. Acceptance and Approval of March Financials/Variance Reports - Jodi Fischer presented the financial and variance report for period ending March 31, 2015. She reported that as of March 31, 2015 operating assets were \$1,187,198.45; reserve assets were \$3,632,517.61; other assets of \$108,168.69; with total assets of \$4,927,884.75 for this period. Motion m/s/c to accept the March 31, 2015 financial statement as presented.
  - B. Merrill Lynch Recommendations – None.
- V. NOTICE OF LIENS – A motion was m/s/c to approve a lien be filed against Acct #815528.
- VI. MANAGEMENT REPORTS – Jerry McDonald presented the management report and work order report for March 2015. He reported that there were 132 work orders issued, of which 128 were closed.
- VII. COMMITTEE REPORTS
- A. Architectural Review Committee – Motion m/s/c to accept the Architectural Committee Meeting Minutes of December 9, 2014 and March 2, 2015 as presented.
  - B. Landscape Committee – No minutes presented at this time.
  - C. Finance Committee – No minutes presented at this time.
- VIII. UNFINISHED BUSINESS
- A. Proposal for Additional Lighting in Norman Estates SBA – A motion was m/s/c to TABLE the review and approval of the additional lighting for Norman Estates SBA, pending a straw poll report.
  - B. Proposal for Additional Boulders in Norman Estates SBA – A motion was m/s/c to TABLE the review and approval of the boulder installation for Norman Estates SBA, pending a straw poll report.
- IX. NEW BUSINESS
- A. Appoint Officers to the Board of Directors – A motion was m/s/c to accept Deborah Brill as the Board President for a 1-year term. A motion was m/s/c to accept Barbara Larsh as the Vice-President for a 1-year term. A motion was m/s/c to accept Jennifer Jenkins as the Secretary/Treasurer for a 1-year term.
  - B. Letter from Master Association Re: Painting of Perimeter Walls – The Board reviewed the letter submitted; no action is required.
  - C. Select Color for Perimeter Walls – A motion was m/s/c to approve Dunne-Edwards Paint color, Teddy Bear – DE6131.
  - D. Irrigation Retrofit and Landscape Upgrades on Perimeter Wall – Greg Gritters of Vintage & Associates addressed the Board and explained the purpose of the retrofit proposed, as well as the life span of the retrofit. A motion as m/s/c to approve the proposal from Vintage & Associates at a cost not-to-exceed \$108,000.00, to be paid out of Base reserves.

- E. Proposal for Landscape Upgrades at Muirfield Village Mailbox – A motion was m/s/c to approve the proposal submitted by Vintage & Associates at a cost of \$850.00, to be paid out of Base reserves.
  - F. Transfer Retained Earnings to Reserve Fund – Jodi Fischer brought to the Boards attention the request of the Finance Committee of November 4, 2014 to have 25% of the SBA's retained earnings transferred to their reserve fund at the completion of the annual financial review. A motion was m/s/c to transfer 25% of the retained earnings of all SBA's, with the exception of Norman Estates SBA, Pasadera SBA, The Summit SBA, and Toll Brothers SBA, to the SBA's reserve fund.
  - G. Maintenance Agreement – 81125 Golf View Drive – A motion as m/s/c to approve the recordation of a Maintenance Agreement with the Riverside County Recorder's Office concerning the Garage Door Improvement completed at 81125 Golf View Drive.
  - H. Maintenance Agreement – 80751 Spanish Bay – A motion was m/s/c to approve the recordation of a Maintenance Agreement with the Riverside County Recorder's Office concerning the Garage Door Improvement completed at 80751 Spanish Bay.
  - I. Reserve Study Update – Jerry McDonald notified the Board he will be working on the Level I reserve study beginning in May; he also relayed that this was the final year of the 3-year contract with Association Reserves, Inc.
- X. NEXT MEETING DATE – 2:30 P.M., Thursday, May 28, 2015 at The Private Clubhouse.
- XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 2:04 P.M.

**ATTEST**

Board Member

Deborah Brill

Date

5/29/15

Printed Name, Title

PRESIDENT