

**PGA WEST FAIRWAYS ASSOCIATION  
REGULAR SESSION BOARD OF DIRECTORS MEETING  
THURSDAY, DECEMBER 17, 2015 AT 2:30 P.M.  
LOCATION: PRIVATE CLUBHOUSE – BOB HOPE ROOM**

**MINUTES**

**BOARD MEMBERS PRESENT (4)**

Deborah Brill, President  
Jennifer Jenkins, Secretary/Treasurer (Exited at 2:56 P.M.)  
John Cochrane, Director  
Brian Foord, Director

**BOARD MEMBERS ABSENT (1)**

Barbara Larsh, Vice President

**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 2:35 P.M.
- II. OPEN FORUM –
  - A. Chuck Eckman, Muirfield SBA, complimented the Fairways Board on how well the landscaping looks in the current drought situation. Mr. Eckman requested clarification on the tree removal/replacement process and requested the Board discuss control of the front yard irrigation systems.
  - B. Terry Galon, Hermitage SBA, requested an update on the palm tree trimming within Hermitage SBA.
  - C. Walt Lloyd, Muirfield SBA, stated that he installed an underground drip system to conserve water and he is still receiving penalties on his water bill.
  - D. Jody Shapiro, Turnberry Collection SBA, requested that the shrubs that died in his front yard be replaced.
- III. MINUTES – Motion m/s/c to approve the Special Board meeting minutes dated November 13, 2015 as presented. Motion m/s/c to approve the Regular Session meeting minutes for November 19, 2015 as presented. Brian Foord abstained from the vote, as he was not present for those meetings.
- IV. FINANCIAL REPORT
  - A. Acceptance and Approval of November Financials/Variance Reports – Cassie Gertz presented the financial report for the period ending November 30, 2015. She reported that as of November 30, 2015 operating assets were \$860,878.20; reserve assets were \$3,952,588.70; other assets of \$80,004.50; with total assets of \$4,893,471.40 for this period. Motion m/s/c to accept the November 30, 2015 financial statements as presented.
  - B. Merrill Lynch Recommendations - Motion m/s/c to purchase a \$200,000 Certificate of Deposit for a term of 12 months for the Certificate of Deposit maturing January 2016.
  - C. Authorization for Credit Card – The Board discussed the need for a credit card. Motion m/s/c to authorize a Level II credit card as long as there are no fees associated with the card.
- V. NOTICE OF LIENS – None
- VI. MANAGEMENT REPORT – Cassie Gertz presented the management and work order report for November 2015.
  - A. Vintage Landscape Proposal for Pindo Palm Removal and Relocation – Motion m/s/c to approve the proposal from Vintage Landscape for the Pindo Palm removal and relocation for a total cost of \$1,500.
  - B. November Pool/Spa Chemical Testing Report – The Board reviewed the information included in the packet.
  - C. CVWD Mandate/Drought Update – The Board reviewed the information included in the packet.
  - D. Trusted Partner Spotlight – The Board reviewed the information included in the packet.

VII. COMMITTEE REPORTS

- A. Architectural Review Committee – Motion m/s/c to accept the Architectural Committee meeting minutes dated December 7, 2015 as presented.
- B. Landscape Committee – Motion m/s/c to accept the Landscape Committee meeting minutes dated November 2, 2015 as presented.

VIII. UNFINISHED BUSINESS –

- A. Proposal to Replace Perimeter Wall Caps in Greg Norman Area – The Board agreed to table the agenda item until the meeting on January 28, 2016.
- B. Burrtec Trash Collection Services – The Board agreed to table the agenda item until the meeting on January 28, 2016, and directed Management to clarify the cost of services provided by Burrtec.
- C. Set Annual Meeting Date, Review Draft Timeline – Motion m/s/c to set Thursday, March 24, 2016 as the Annual Membership meeting date. The Board reviewed the draft timeline included in the packet and agreed to table the item for further review to the meeting on January 5, 2016.
- D. Proposal to Replace Pool Furniture – The Board reviewed the information included in the packet and agreed to table the agenda item until the meeting on January 28, 2016. Walt Lloyd agreed to obtain a proposal from Outdoor Design Studio to present to the Board.
- E. Quarterly Newsletter Draft Content – The Board reviewed the information included in the packet and directed Management to have the newsletter draft content out for review by January 10, 2016.
- F. Nicklaus Wellsite Title Policy – The Board reviewed the information included in the packet.

IX. NEW BUSINESS

- A. 2016 Fairways Insurance Renewal – Motion m/s/c to approve the Insurance Proposal as submitted by LaBarre/Oksnee Insurance for the 2016-2017 renewal term.
- B. Signature Villas Insurance Proposal – The Board agreed to delegate authority to Barbara Larsh to review the insurance policy and bond the insurance as appropriate.
- C. Kingston Heath Entry Median Improvement – The Board requested a revised plan to include updating the entire median to drought tolerant landscape where applicable. The Board tabled the agenda item to January 28, 2016.
- D. 2016 Board of Directors Meeting Dates – Motion m/s/c to approve the 2016 Board Meeting Dates:

Thursday, January 28, 2016  
Thursday, February 25, 2016  
Thursday, March 24, 2016  
Thursday, April 28, 2016  
Thursday, May 26, 2016  
Thursday, June 23, 2016  
Thursday, July 28, 2016  
Thursday, August 25, 2016  
Thursday, September 22, 2016  
Thursday, October 27, 2016  
Thursday, November 17, 2016  
Thursday, December 15, 2016

- E. CareerBuilder Challenge Communications – The Board reviewed the information included in the packet and instructed Management to put a link in the newsletter for members to reference for information regarding the event. In addition, the Board directed Management to include a notice to the residents about unauthorized golf course use.
- F. Toll Brothers SBA Draft Straw Poll Landscape Obligations – The Board reviewed the information included in the packet and instructed management to work with Dick Mills to revise the Straw Poll.

- G. Comments on Proposed Rule Changes – The Board reviewed the information included in the packet and agreed to consider adding verbiage regarding drones, window coverings and pet restrictions to the Rules and Regulations. The Board directed Management to discuss the short-term rental comments with the attorney.
  - H. Develop Fairways Vehicle Towing Policy – The Board reviewed the information included in the packet and agreed to develop a Vehicle Towing Policy for the Signature development only.
  - I. Signature Traffic Signs – The Board reviewed and discussed the information included in the packet. The Board did not have any comments on the proposed signs.
  - J. Signature Clubhouse Rules and Regulations – The Board reviewed and discussed the information included in the packet. The Board did not have any comments and accepted the document as written.
  - K. Monterra, Mailbox Cluster Installation – The Board reviewed the information included in the packet. The Board was in agreement with the proposal with the condition that the mailboxes have a stone veneer around the entire mailbox. Tabled until January 28, 2016.
  - L. Monterra, Sales Signage Proposal – Motion m/s/c to approve the Monterra Sales Signage Proposal as submitted.
- X. NEXT MEETING DATE – 2:30 P.M., Thursday, January 28, 2016 at The Private Clubhouse.
- XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 4:12 P.M.

The Board met in Executive Session on December 17, 2016 to discuss member discipline, contracts, legal and personnel matters.

**ATTEST**

Board Member



Date \_\_\_\_\_

Printed Name, Title

DEBORAH BRUU  
PRESIDENT