

**PGA WEST FAIRWAYS ASSOCIATION
REGULAR SESSION BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 22, 2015 AT 2:30 P.M.
LOCATION: PRIVATE CLUBHOUSE – BOB HOPE ROOM**

MINUTES

BOARD MEMBERS PRESENT (3)

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

BOARD MEMBERS ABSENT (2)

John Cochrane, Director
Brian Foord, Director

ALSO PRESENT:

The Management Trust, Desert Division

Cassie Gertz, General Manager
Tiffany Goff, Operations Manager
Kari Martin, Assistant Manager

- I. CALL TO ORDER – Deborah Brill called the meeting to order at 2:35 P.M.
- II. OPEN FORUM – Deborah Brill welcomed Cassie Gertz to the PGA WEST Fairways Association management team as the General Manager and opened the homeowner's forum.
 - A. Sarah Murr, Toll Brothers SBA, shared her concerns with the recent straw poll emailed to the Toll Brothers SBA regarding the front yard flowers.
 - B. Penni Sturgill, Summit SBA, stated that the Legends fountain still is not working properly after she called in a work order two weeks ago. She suggested looking for a new vendor if our current vendor is not performing.
 - C. Dick Mills, Toll Brothers SBA, requested an update on the short-term rental sign regulations. Deborah Brill informed Dick Mills that the Board is unable to prohibit signs from being placed in the yard. The Board can limit the size and color which the current sign rule covers.
 - D. Jim Wisener, Masters SBA, asked how often the Board goes out to bid on other landscape companies. Barbara Larsh stated the Board goes out to bid every three to five years and may go out to bid next year. Jim Wisener said he would volunteer for the RFP ad hoc Committee.
 - E. Henry Goodman, Norman Estates SBA, commented that management needs better communication with homeowner and suggested sending out a newsletter to the homeowners to help with communication. Henry also made comments on the flower selection, landscape crew and the double assessments at Norman.
 - F. Walt Lloyd, La Cala SBA, stated that the gardeners blow grass clippings from the street back onto the grass. He also stated that there are bare spots in the desert scape areas that need to be filled in with rock. Walt Lloyd suggested that a notice be sent to each SBA regarding water usage penalties that will occur due to the over seeding.
 - G. Jody Shapiro, Turnberry Collection SBA, said he requested information on bad debt and did not receive a reply. He asked how much bad debt was paid down this year. Jody Shapiro asked if the money that is used for front yard upgrades could also be used for painting.
- III. MINUTES – A motion was m/s/c to approve the Regular Session meeting minutes for September 24, 2015 as presented.
- IV. FINANCIAL REPORT
 - A. Acceptance and Approval of September Financials/Variance Reports – Cassie Gertz presented the financial and variance report for period ending September 30, 2015. She reported that as of September 30, 2015 operating assets were \$1,000,599.15; reserve assets were \$3,783,279.53; other assets of \$111,030.95; with total assets of \$4,894,909.63 for this period. Motion m/s/c to accept the September 30, 2015 financial statements as presented.
 - B. Merrill Lynch Recommendations – Motion m/s/c to purchase a CD for 12 months for \$100,000 and a CD for 18 months for \$100,000 from the operating account. Motion m/s/c to purchase a CD for 12 months for \$200,000 from the reserve account.

- V. NOTICE OF LIENS – None
- VI. MANAGEMENT REPORT – Cassie Gertz presented the management report and work order report for September 2015.
- VII. COMMITTEE REPORTS
 - A. Architectural Review Committee – Motion m/s/c to accept the Architectural Committee meeting minutes of October 5, 2015 as presented.
 - B. Landscape Committee – Motion m/s/c to accept the Landscape Committee meeting minutes of September 9 and October 5, 2015 as presented.
 - C. Finance Committee – Motion m/s/c to accept the Finance Committee meeting minutes of October 12, 2015 as presented.
- VIII. UNFINISHED BUSINESS –
 - A. Proposal to Replace Perimeter Wall Caps – The Board reviewed the information in the packet. Management was directed to obtain information on the installation and disposal costs for this project.
 - B. Revised Architectural Guidelines – The Board reviewed the information in the packet and agreed to table the agenda item for further review until the meeting on October 28, 2015.
 - C. Request Use of Well-Site for Temporary Parking – Motion m/s/c to approve the execution of the agreement allowing Desert Classic Charities to use the Nicklaus well-site as a temporary parking lot during the tournament.
 - D. Behind the Gate Trash Pick-up, Burrtec, Information Only – Management was directed to gather information to further clarify this agenda item to be presented to the Board at its next meeting.
 - E. Masters SBA Front Yard Upgrades – Motion m/s/c authorizing a \$1,000 per home reserve expenditure for the Masters SBA pending Board review and approval of the Landscape Committee’s criteria and guidelines for the project with specific consideration for drought tolerant landscape.
 - F. Signature Plan Approval Letter – Motion m/s/c authorizing execution of the plan approval letter.
- IX. NEW BUSINESS
 - A. Base and SBA Reserve Studies – The Board reviewed the information included in the packet and agreed to table the item for further review until the meeting on October 28, 2015.
 - B. FY 2016 Base and SBA Budgets – The Board reviewed the information included in the packet and agreed to table the item for further review until the meeting on October 28, 2015.
 - C. Proposal for Plant Replacements – Motion m/s/c to approve the proposal from Vintage Associates for plant replacements in the following areas: Spanish Bay - \$1,430, Eagle Bend - \$546, La Cala - \$520, Hermitage - \$1,144, Muirfield – \$494, Tiburon (Royal St. George) - \$182, Heritage - \$1,638, Pasadera - \$1,820, Turnberry - \$780, Masters – \$1,378, Summit - \$1,040, Legends - \$754.
 - D. Proposal for Landscape Modification at 80475 Weiskopf – Motion m/s/c to approve the proposal from Tree Rite for the landscape modification at 80475 Weiskopf. Management was directed to send a letter to the homeowner notifying them of the approved removals with the condition that the association will not pay for plant/tree replacements.
 - E. Proposal for Brae Burn Spa Pump and Motor – Motion m/s/c to approve the proposal from Pristine Pools in the amount of \$1,650.00 to replace the Brae Burn spa pump and motor. Management was directed to inquire with IID regarding any possible rebate.
 - F. Proposal for Light Relocations at Spanish Bay SBA – Motion m/s/c to approve the proposal from Roto-lite for light relocations at Spanish Bay SBA. Management was directed to begin the notification process to the homeowners.
 - G. Maintenance Agreements – Motion m/s/c authorizing execution of the Maintenance Agreements for 55770 Brae Burn and 80970 Spanish Bay.
 - H. Signature Villas Utility and Patio Layout – No action taken, information only.

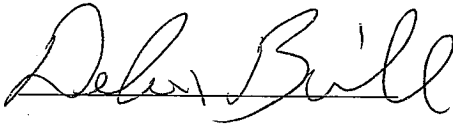
- I. Community Newsletter – The Board discussed the quarterly newsletter available through The Management Trust. Motion m/s/c to begin the quarterly newsletter effective January 2016.
- J. Request from Homeowner – The Board discussed the letter included in the packet. Management was directed to send a response to the Master Association Board deferring the matter to gates & patrol for them to determine safe use of that gate.

- X. NEXT MEETING DATE – 2:30 P.M., Thursday, November 19, 2015 at The Private Clubhouse.

- XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 4:25 P.M.

ATTEST

Board Member



Date 12-11-15

Printed Name, Title Deborah Brill - President