

**PGA WEST FAIRWAYS ASSOCIATION
BOARD OF DIRECTORS MEETING
REGULAR SESSION MINUTES
THE TOURNAMENT CLUBHOUSE
Tuesday, January 27, 2015, 2:30pm**

BOARD MEMBERS PRESENT (4)

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

BOARD MEMBERS ABSENT (0)

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

- I. CALL TO ORDER – Deborah Brill called the meeting to order at 2:38 P.M. Deborah summarized the Executive Session by informing those present that the Board discussed the collections, advised that there were no violation hearings, discussed The Signature project and then adjourned for regular session. President Brill reported that the Executive Meeting would reconvene immediately following the Open Meeting.

- II. OPEN FORUM – Jerry McDonald, Association General Manager, opened the homeowner's forum.
 - A. Sherrie Trbovich, Pasadera SBA, reported on the painting project within Pasadera SBA. The project is currently 2/3 complete.
 - B. Donna Swanson, Eagle Bend SBA, reported on the upgrades to the gate and requested the Board consider authorizing funds to landscape/upgrade the section of land outside the gate, which is owned by the Club, and maintained by the Association. Jennifer Jenkins does not feel this would be an issue; however, she would like plans submitted for review and approval by the Club prior to any modifications being made. Deborah Brill authorized a proposal to be sought, once legal counsel has a chance to offer their opinion on the project.
 - C. Carol Pearson, Norman Estates SBA, reported a concern that the Roto-Lite employees are on property without proper uniforms to alert the Community of their role. She also addressed concern that there is not proper lighting in many front yard, at the mailboxes and in the common areas of her SBA. The entry key-pad to Norman Estates was also a concern, as it is reportedly worn and difficult to see for guests dialing in. Mrs. Pearson reported on her concerns that the golf course staff is driving their golf carts through non-cart paths and damaging expensive shrubbery; her suggestion to the Board is to add large boulders in the concerning areas in order to deter the staff from driving through it. Concerns for the Norman Estates landscaping were also raised, as she has noted that in several yards plants are dying due to insufficient watering, and in others plants are being saturated with water. Management will contact Vintage Landscape to obtain bids for upgrading the irrigation to the proper heads. Her final request was the possibility of adding doggy-pot stations within Norman Estates; however, the question was raised, by the Board, as to where they could be installed.
 - D. Rae Wheeler, Norman Estates SBA, reported to the Board that she obtained signatures on a "petition" to bring to the Board requesting additional landscape lighting be installed in the front yards of the residences within her SBA. Jerry McDonald notified Mrs. Wheeler that her course of action was incorrect and that the request would have to be done by written ballot and vote by the SBA, as it would be an expenditure of SBA funds.

- E. Susan Horne, Norman Estates SBA, noted that the street sweeping is inefficient and needs to be monitored better by the Board. The company leaves tire marks of mud throughout the streets and does not clean the streets, as they should. Susan also reported that the landscape crew mows over electrical covers and damages them without replacing them or notifying the Owner of the issue. Mrs. Horne also commented on architectural improvements within her SBA being conducted by residents without first obtaining approval by the Committee. Management reported that violating Owners' are contacted immediately and required to submit an application, even if their project is complete. Mrs. Horne's final item to report was that there are several fire hydrants throughout the Community that are leaking; Jerry McDonald reported that he will contact the Fire Department
- F. Dick Mills, Toll Brothers SBA, recommended the Committee post "APPROVAL" signs in the yards of residences that have an approved modification being conducted to alert neighboring residents. Mr. Mills feels Management needs to be pro-active in notifying rental properties of the regulations within PGA West Fairways, especially with the festivals in the near future.
- G. Terry Galon, Hermitage SBA, feels the parking situation within his SBA is not being regulated and the rental properties are violating the regulations continuously.
- H. Tom Lynch, Muirfield SBA, had questions concerning the landscape improvements on Brown Deer Park and Turnberry Way. Deborah Brill reported that the proposals are not complete yet and once received, they will need to be reviewed by both the Landscape Committee and the Finance Committee prior to being approved by the Board.
- I. Sarah Murr, Toll Brothers SBA, thanked Jerry McDonald for getting the area near the mailboxes in her SBA paved to assist with dust control. Mr. McDonald reported that the project was completed as a courtesy by International Paving Services to the Association.
- J. Keah Shields, Hermitage SBA, questioned the process for notifying Owners of trees being installed in neighboring rear yards. Deborah Brill reported that the notification to Owners is only sent as a courtesy, and the improvements do not require neighbor approval.

III. MINUTES – A motion was m/s/c to approve the Regular Session meeting minutes for December 18, 2014 as presented.

IV. FINANCIAL REPORT

- A. Acceptance and Approval of December Financials/Variance Reports - Jodi Fischer presented the financial and variance report for period ending December 31, 2014. She reported that as of December 31, 2014 operating assets were \$1,119,459.30; reserve assets were \$3,518,632.02; other assets of \$108,705.15; with total assets of \$4,746,796.47 for this period. A motion was m/s/c to accept the December 31, 2014 financial statements as presented.

V. NOTICE OF LIENS – A motion was m/s/c to approve Liens for APN#762-340-006, APN#762-300-020, and APN#772-330-002 as presented.

VI. MANAGEMENT REPORTS – Jerry McDonald presented the management report and work order report for December 2014. He reported that there were 43 work orders issued, 33 of these orders have been closed and ten work orders are still pending.

VII. COMMITTEE REPORTS

- A. Architectural Review Committee – A motion was m/s/c to accept the Architectural Committee Meeting Minutes of January 5, 2015 as presented.
- B. Landscape Committee – A motion was m/s/c to TABLE acceptance of the Landscape Committee Meeting Minutes of January 5, 2015, as the minutes require changes.
- C. Finance Committee - None presented.

VIII. UNFINISHED BUSINESS

- A. Proposal for Brown Deer Park Perimeter Wall Landscaping and Lighting – TABLED.
- B. Proposal for Turnberry Way Perimeter Wall Landscaping and Lighting - TABLED.
- C. Proposal for Muirfield Village Perimeter Wall Planters Landscaping and Lighting – TABLED.

IX. NEW BUSINESS

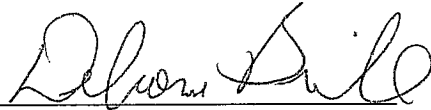
- A. Annual Meeting Date – The Board reviewed the timeline offered by Management. A motion was m/s/c to hold the Annual Membership Meeting on March 26, 2015 and the Annual Delegate Meeting on March 6, 2015.
- B. Review and Approve Communications Policy - TABLED.
- C. Review and Approve Financial Policy – TABLED.
- D. Review and Approve Proposal for Replacing Pumps at Community Pools – The Board reviewed the proposal to convert the community pools to variable speed pumps. A motion was m/s/c to accept the proposal for the Hermitage Pool to act as a *test* for the proposed project.
- E. Requests from Homeowners for Reimbursement – The Board reviewed the request from 81-285 Legends Way for reimbursement request of sewer repairs caused by Vintage Landscape. The Board requests the information be sent to Vintage Landscape for reimbursement to the Owner. The Board reviewed the request from 57470 Black Diamond for reimbursement request with regards to a roof leak at their residence. No action required, as the maintenance of the residence is Owner responsibility, not Association. Jerry McDonald will notify the Owner.

X. NEXT MEETING DATE – 2:30 P.M., Thursday, February 26, 2015 at the Private Clubhouse.

XI. ADJOURNMENT – Motion m/s/c to adjourn the meeting at 4:09 P.M.

ATTEST

Board Member



Date

3-17-15

Printed Name, Title

D. BRILL