



**Board of Directors' Meeting Minutes
November 6, 2019
1:00 PM**

Board Member(s) Present:

- Jan Van Willigen, President
- Gavin Schutz, Vice President
- Bob Shipley, Treasurer
- Paula Turner, Secretary
- Carol Nolte, Director
- Dale Lauer, Director

Board Member(s) Absent

- Richard Moore, Director

Also Present:

- Michael Walker, General Manager
- Kelly McGalliard, Operations Manager

CALL TO ORDER - The Board of Directors' Meeting was called to order by Jan Van Willigen at 1:00 PM in the PGA WEST Residential Association Main Meeting area.

REAFFIRM ELECTION of OFFICERS – Gavin Schutz made a motion to affirm the vote of matters brought to the Emergency Board of Directors Meeting of October 24, 2019. Seconded by Carol Nolte; passed unanimously.

MINUTES FOR PREVIOUS MEETINGS - Gavin Schutz made a motion to waive and approve the reading of the minutes of the October 10, 2019 Board of Directors' Meeting, the October 10, 2019 Executive Session, the October 24, 2019 Special Board of Directors' Meeting, the October 24, 2019 Emergency Board of Directors' Meeting and the Budget Meeting of October 24, 2019. Seconded by Carol Nolte; passed unanimously.

OPEN FORUM - Homeowners present included Wayne Leblang, Judy Albright, Fred Taverner, Teresa Scodell, Steve Price, Joe Amato, Sonia Johnson, Lilia Murphy, Patricia Crane, David Crane, Liz Schutz, Jeff Essen, Sally Nilan, Kathryn Wanshura, Gary Dolenga, Mark Gart, Debi and Darrell Snyder, Molly Malone, Bob and Malinda Harris, Kylie Grenier, Dean Rivale, Peter Broadbent, Kelly Trujillo and Steve Parker. Topics discussed include unauthorized mailing to members by a third party, request that Board identify its' position on the pending Master

Association ballot, policies and procedures regarding ‘Accessory Dwelling Units’, perimeter access control, speed bumps and traffic control.

FINANCIAL

Bob Shipley provided a financial report of the September 2019 financial statements, and accounts receivable as of 10/31/2019.

- **Operating Fund Financial Statement as of September 30, 2019** – Paula Turner made a motion to accept the 09/30/2019 Operating Fund Financial Statement as presented. Seconded by Carol Nolte; passed unanimously.
- **Accounts Receivable Summary as of September 30, 2019** – Paula Turner made a motion to accept the Accounts Receivable Summary as presented. Seconded by Carol Nolte; passed unanimously.
- **Monthly Financial Review** – In accordance with Civil Code §5500, Jan Van Willigen, President and Bob Shipley, BOD Treasurer, provided a report to the Board confirming that they reviewed the September 2019 operating accounts, reserve account, operating revenue and expenses, account statements, income and expense statements, check register. monthly general ledger and delinquent assessment receivable reports.
- **Transfer of Funds to Pay for Operating Expenses in excess of \$10K**
- **Reconstruction Fund Financial Statement as of September 30, 2019** – Paula Turner made a motion to accept the 09/30/2019 Reconstruction Fund Financial Statement as presented. Seconded by Gavin Schutz; passed unanimously.

OLD BUSINESS

Update PGA WEST Combined Community Rules – Gavin Schutz made a motion to approve the PGA WEST Combined Community Rules and Regulations as presented (Revised 10/09/2019 version 7). Seconded by Bob Shipley; passed unanimously.

Affirm Management Certification – In accordance with Business and Professions’ code, Michael Walker, General Manager and Kelly McGalliard, Operations Manager, provided written confirmation that they are certified Community Managers, with valid, compliant credentials.

NEW BUSINESS

2020 Budget – Paula Turner made a motion to approve the 2020 PGA WEST Residential Association Operating Budget as presented. Seconded by Dale Lauer; passed unanimously.

New Election Rules – Paula Turner made a motion that the proposed draft election rules shall be included with the 2020 Budget mailing and absent any material revisions, will be adopted following the 28-day comment period. Seconded by Gavin Schutz; passed unanimously.

Appoint Inspectors of Election – The Board appointed Kathryn Wanshura, Darrell Snyder and Dean Rivale to serve as Inspectors of Election for the 2020 Board of Directors’ election. On behalf of the Inspectors of Election, Kathryn Wanshura stated that the inspectors directed Management or their designee to prepare the election materials for the 2020 Board of Directors’ election; to distribute same to all PGA WEST Residential Association members, and to receive the ballots from the membership at 54-320 Southern Hills La Quinta CA. Upon receipt of the ballots, we further direct that ballots be date stamped and immediately placed into the appropriate locked ballot box. The ballot boxes are marked A – L and M – Z; therefore, each ballot is to be placed in the one that has the first letter of the member’s last name or entity that is the Owner of Record. The Inspectors of Election shall retain the keys to the ballot boxes.

Bob Shipley made a motion to authorize the Inspectors of Election to confer with Sandra Gottlieb or her designee regarding election matters. Seconded by Gavin Schutz; passed unanimously.

Appoint Nominating Committee – Gavin Schutz, Carol Nolte and Dale Lauer were appointed to serve as the Nominating Committee for the 2020 Board of Directors’ election.

2020 Board of Directors’ Meeting Dates and 2020 Annual Meeting Date– The Board established the dates for the 2020 Board Meetings; Management to provide a calendar of Board Meeting dates and the Annual Meeting date to the Board and the membership. The meeting schedule to be posted the Association’s website.

Add Gavin Schutz, Vice President as Check Signer – Bob Shipley made a motion to authorize Gavin Schutz to be added as a check signer for the Association. Seconded by Dale Lauer; passed unanimously.

Insurance 55-051 Riviera – Two proposals for property and earthquake insurance were presented. Carol Nolte made a motion to accept the property insurance proposal from Scottsdale insurance as presented. Seconded by Paula Turner; passed unanimously. The Board agreed that Kelly McGalliard and Dale Lauer will contact the insurance agent to discuss earthquake policy options related to loss assessment coverage for 55-051 Riviera and report back to the Board.

Discussion RE: Committees – The Board was reminded that if a quorum of the Board is assembled for a Committee Meeting or for any other purpose where it is likely that Association matters may be discussed, then the meeting must be noticed to the members as an open board meeting. This discussion took place due to the possibility of four or more board members being on Association Committee(s). No action required; none taken.

Committee Reports – Paula Turner and Carol Nolte provided Landscape and Pool Committee reports. Of note is the need to address the dying Queen Palms within the Association. Gavin Schutz made a motion to direct Management to formulate a plan to remove and replace, as needed the 1,180 Queen Palms within the Association, over a reasonable period, beginning with the Queen Palms that are in the worst condition. Seconded by Dale Lauer; passed unanimously.

The following Committee Reports were provided: Jan Van Willigen delivered the Architectural Committee report; Gavin Schutz provided a Compliance and Gate and Patrol report; Bob Shipley addressed the Bighorn Sheep Barrier; Carol Nolte reported on Communication and Steve Price delivered the Master Association update.

Correspondence - Alexis Korbey congratulated the Communication Committee on the excellent Newsletters that they have published.

Pat McCabe of the American Express Tournament advised that the request for their desired tournament entrance at the Signature was denied. He requested permission to park PGA WEST Maintenance staff vehicles along Southern Hills. Bob Shipley made a motion to deny Mr. McCabe's request as parking is limited to one side of the street during the tournament and Res I owners on Southern Hills will want the parking space available for their guests. Seconded by Dale Lauer; passed unanimously.

General Manager's Report – Mike Walker presented the Manager's Report. The open roofing work orders cause concern. It was decided that Management will send a letter to the homeowners that have failed to provide access to the Association's roofing contractor so that they can confirm, via water test, that the roof repair is successful.

Gavin Schutz made a motion to adjourn at 3:35 PM. Seconded by Dale Lauer; passed unanimously.

Respectfully submitted,



Paula Turner, Secretary
PGA WEST Residential Association, Inc.
Board of Directors

An Executive Session was conducted immediately following the Board Meeting to address contracts, legal matters and member discipline.