



Board of Directors' Meeting Minutes
March 17, 2020
11:00 AM

Board Member(s) Present:

- Jan Van Willigen, President
- Gavin Schutz, Vice President
- Bob Shipley, Treasurer – present via telephone
- Paula Turner, Secretary
- Richard Moore, Director – present via telephone
- Carol Nolte, Director

Also Present:

- Michael Walker, General Manager
- Kelly McGalliard, Operations Manager
- Kathryn Wanshura, Inspector of Election
- Darrell Snyder, Inspector of Election
- Tom Gabelman, Inspector of Election

CALL TO ORDER

The Board of Directors' Meeting was called to order by Jan Van Willigen at 11:00 AM in the PGA WEST Residential Association Open Meeting Room. Mr. Van Willigen announced that there are three items for consideration at the Emergency Board Meeting, including postponing the Annual Members' Meeting, review the 2020 Palm Tree Trimming proposals and approve the 2019 Audited Financial Statements.

Mr. Van Willigen stated that the current circumstances with COVID-19 are not conducive to conducting the Annual Members' Meeting on March 28, 2020 as scheduled. The recommendation from the California Department of Public Health is that no more than 10 persons should be gathered. Mr. Van Willigen explained that Mr. Schutz is working on procuring the equipment to conduct a video meeting. Gavin Schutz made a motion to postpone the Annual Members' Meeting to an undetermined later date, and to conduct an Open Board Meeting for the primary purpose of counting ballots on Thursday, April 2, 2020 at 9:00 AM. Seconded by Bob Shipley. Jan Van Willigen, Gavin Schutz, Bob Shipley Paula Turner and Carol Nolte voted in favor of the motion; Richard Moore voted in opposition to the motion.

Mike Walker informed the Board that sealed bids were received from three Palm Tree Trimming contractors, including Aliso Tree Service, Desert Sunshine and Desert View. On February 14, 2020, the sealed bids were opened by Michael Walker and documented in the presence of Jan Van Willigen, Kelly McGalliard and Bill Bobbitt. It was noted that the palms located behind the units

and pool areas on the Palmer golf course side of Riviera are tentatively scheduled to be trimmed by the Club's tree trimming contractor, Professional Tree Service. This is being done for ease of access to those trees by way of the Palmer golf course. Professional Tree Service is not, however, able to facilitate the trimming of the remainder of the Association's palm trees.

Desert View provided the low bid. Mr. Walker stated that the Association has contracted with Desert View in the past and have been satisfied with the quality of their work; therefore, Management recommends awarding the 2020 Palm Tree Trimming contract to Desert View. Jan Van Willigen made a motion to award the 2020 Palm Tree Trimming contract to Desert View. Seconded by Paula Turner; passed unanimously.

Jan Van Willigen confirmed that Wayne Carlson, CPA, of Brabo Carlson, completed the audit of the 2019-year end financial statements. Bob Shipley made a motion to approve the 2019 audited financial statements as presented. Seconded by Gavin Schutz; passed unanimously.

Mr. Van Willigen asked if any of the attendees wished to address the Board in Open Forum; no one did.

Carol Nolte made a motion to adjourn at 11:30 AM. Seconded by Paula Turner; passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paula Turner".

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