



Board of Directors' Meeting Minutes
March 20, 2020
2:00 PM

Board Member(s) Present:

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

Also Present:

- Michael Walker, General Manager
- Kelly McGalliard, Operations Manager
- Bill Bobbitt, Landscape Manager
- Fernando Murillo, Maintenance Manager

CALL TO ORDER

The Board of Directors' Meeting was called to order by Jan Van Willigen at 9:00 AM in the PGA WEST Residential Association Conference Room. Mr. Van Willigen announced that on March 19, 2020 Governor Newsom issued a statewide 'Stay at Home' order, with a caveat that allows essential workers to continue to perform their job duties. Consequently, the primary purpose of the Emergency Meeting was to establish how the Association would address the issue of their twenty-nine active employees. The second item to determine is the timing of the ballot opening for the 2020 Board of Directors' election.

Mike Walker informed the Board of a work plan, which was developed by Management, Jan Van Willigen and Gavin Schutz. Gavin Schutz made a motion to adopt the work plan as presented effective Monday, March 23, 2020, calling for most staff to work remotely, and/or on-call; but with some Management representation and essential staff working on site. Further, given the uncertainty of the longevity of the Stay at Home order, the Board will consider the situation again on or about April 15, 2020. Seconded by Richard Moore; passed unanimously.

Jan Van Willigen stated that the Stay at Home order makes counting the Board of Directors' election ballots impractical at this time. Gavin Schutz made a motion to postpone opening the ballots and conducting an organizational meeting until a later date. Seconded by Richard Moore. Discussion ensued, with the majority expressing a desire to review the matter on or about April 15, 2020. Richard Moore disagreed with determining a date until the Stay at Home order was

rescinded; therefore, he withdrew his second. Gavin Schutz revised the motion adding that the matter would be reconsidered on or about April 15, 2020. Seconded by Paula Turner. 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.

Carol Nolte made a motion to adjourn at 2:58 PM. Seconded by Bob Shipley; 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