



**Board of Directors' In-Person and Zoom Meeting Minutes  
June 29, 2021  
1:00 PM**

Board Member(s) Present:

- Jan Van Willigen, President
- Gavin Schutz, Vice President
- Wayne LeBlang, Treasurer
- Paula Turner, Secretary
- Carol Nolte, Director
- Kenn Ulrich, Director
- Dean Rivale, Director

Also Present:

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

**CALL TO ORDER**

The Board of Directors' Meeting was conducted at the PGA WEST Residential Association Customer Service Center and via Zoom. The meeting was called to order by Jan Van Willigen at 1:00 PM. Seven members of the Board of Directors, Management and eight homeowners were present at the HOA office, which is located at 54-320 Southern Hills La Quinta CA. There were additional homeowners present via Zoom.

**Approve & Waive Reading of Minutes of May 25 2021** – Gavin Schutz made a motion to approve, with two minor edits, the Board of Directors' minutes of May 25, 2021 and the Executive Session minutes of May 25, 2021. Seconded by Wayne LeBlang; unanimously approved.

**Financial Statements**

Gavin Schutz made a motion to accept the Operating Fund Financial Statement as of May 31, 2021, the Accounts Receivable Summary as of June 15, 2021 the Financial Review Certifications of April and May 2021, seconded by Wayne LeBlang; passed unanimously.

Gavin Schutz made a motion to authorize placing a lien on parcel **775153028**. Seconded by Wayne LeBlang; passed unanimously.

## **Old Business**

**Updated CRRs – Updated Combined Community Rules and Regulations (CRRs)** – Gavin Schutz, Master Board President noted several updates to the CRRs. Wayne LeBlang made a motion to approve the updated CRRs, which the Master Association will be sending to all homeowners for a 28-day review and comment period. Seconded by Carol Nolte; passed unanimously.

**Motus Earthquake Insurance** – Motus Earthquake Insurance enrollment of PGA WEST Residential Association owners is presently at 41, with total coverage purchased totaling \$10.9M. The Board encourages owners to please view the recorded webinar regarding Motus insurance (link below) and if you have any questions, please contact Motus directly at 833-668-8746, or reach out to them at [info@motusins.com](mailto:info@motusins.com) .

<https://us02web.zoom.us/rec/share/Uh4q-z4lp9ss-r6VwwG79cbwsX3cpv5mvzYTIpoVTLYk-6wiHsxcjof73-HdFHfE.Y6WjJMRcKglcSc1X>

Additionally, the Board will host a Town Hall in the Fall of 2021 so that members may have an opportunity to meet with the Association's insurance representatives and learn more about the Association's policies and the Motus option for owners. No Board action required; none taken.

**2022 Roof Maintenance and Tile Replacement Contract** – Wayne LeBlang made a motion to approve BRS Roofing Company's contract proposal in the amount of \$60,930 to provide the 2022 annual roof maintenance and tile replacement for the Association's 1354 condominium type units. Seconded by Gavin Schutz; passed unanimously.

**2022 Landscape Maintenance Contract** – Wayne LeBlang made a motion to award the 2022 Landscape Maintenance Contract in the amount of \$2,869,570.44 to Sunshine Landscape Company. Seconded by Paula Turner. The Board of Directors discussed the quality of work of Sunshine to date in 2021. Additionally, The Board discussed the ongoing performance of Sunshine as it relates to meeting 2021 contract obligations such as converting to a natural trimming method, major cutback of plant material and replacing old gardener vehicles. Jan Van Willigen, Wayne LeBlang, Paula Turner, Carol Nolte, Dean Rivale and Kenn Ulrich voted in favor of awarding the 2022 Landscape Maintenance Contract as proposed to Sunshine Landscape Company. Gavin Schutz voted in opposition to awarding the 2022 Landscape Maintenance Contract as proposed to Sunshine Landscape Company. The motion passed 6 in favor, 1 opposed.

**2022 Pool Service and Repair Contracts** – Jan Van Willigen made a motion to award the 2022 Pool Service and Repair Contracts as presented in Valley Pools' proposal, in the amounts of \$141,492 annually for 3x weekly service at each pool and spa and \$117,516 for pool and spa repairs. Seconded by Dean Rivale; passed unanimously.

**Gate Replacement Design Options** - The Board considered gate replacement design options, as recommended by the Architectural Committee, to replace fiberglass gates that are damaged beyond repair. In early 2021 the Board authorized replacement of 50 gates; however, due to COVID, the project was put on hold. The Architectural Committee has approved 5 metal gate designs, that were illustrated in the Board packet. Jan Van Willigen made a motion to accept the Architectural Committee's recommendation of the five gate designs as illustrated. Seconded by dean Rivale; passed unanimously. Management will be contacting the affected owners to discuss gate replacement.

**Open Forum** – Several owners brought awareness to the Board of Directors regarding issues. The lighting department will address an issue at Lake SRS 1. Another matter discussed was the extreme cutting back of plant material. There was also a comment regarding the mowers breaking sprinklers.

#### **New Business:**

**Foam Roofing Reserve Contract 2021** – Three sealed bids were obtained to apply polyurethane roofing to 10 Legend units (three buildings). Management recommended the contract be awarded to RAM Roofing, as they have done a good job for the Association in the past and they provided the low bid. Wayne LeBlang made a motion to award the Foam Roofing Reserve contract to Roof Asset Management at a cost of \$66,900. Seconded by Paula Turner; passed unanimously.

**2021 Pool and Spa Plaster Reserve Contract** – Three sealed bids were obtained to plaster two pools and one spa (Pools 3X and 15A, Spa 10A). Management recommended the contract be awarded to Ramel Pool Plastering, as they have done a good job for the Association in the past and they provided the low bid. Kenn Ulrich made a motion to award the 2021 Pool and Spa Plaster Contract to Ramel Pool Plastering. Seconded by Wayne LeBlang; passed unanimously.

**2021 Pool Furniture Refurbishing Reserve Contract**– Proposals to refurbish 119 pieces of pool area furniture were solicited from three contractors; however, only two contractors provided bids. Management recommended awarding the 2021 Pool Furniture Refurbishing Contract to Jaime Ferrari Patio Furniture, as they are local, had excellent references, and provided the low bid. Gavin Schutz made a motion to award the 2021 Pool Furniture Refurbishing Reserve Contract to Jaime Ferrari Patio Furniture, with the stipulation that Management approve the work product for one pool area, before

contracting for the complete scope of work. Seconded by Paula Turner; passed unanimously.

**Congressional Island Rejuvenation** – The Landscape Committee has been working on developing a plan to rejuvenate the Congressional Island for approximately six months. A final plan is in progress. Jan Van Willigen made a motion authorizing an expenditure not to exceed \$60,000 to refurbish the Congressional Island, with the stipulation that a final plan to be shared with the Board prior to contracting to get the project completed. Seconded by Carol Nolte. Jan Van Willigen, Gavin Schutz, Paula Turner, Carol Nolte, Dean Rivale and Kenn Ulrich voted in favor of the motion. Wayne LeBlang voted in opposition to the motion. The motion passed 6 in favor, 1 opposed.

**Committee Reports** – Architectural, Compliance, Gate and Patrol and Communication Reports were provided by the respective Committee Chairs.

Paula Turner, Landscape Committee Chair, stated that there had been extensive landscape discussion in conjunction with the 2022 Landscape Maintenance Contract and during the Congressional Island Renovation debate.

Dean Rivale, Architectural Committee Chair, thanked the new Committee members for jumping right in and assisting with the many pending Architectural Improvement applications. There are approximately 25 open applications, including, but not limited to multiple pool and spa installations, patio extensions, pavers, barbecue islands, awnings and remodels.

Carol Nolte, Compliance Committee Chair, stated that in May 2021 Res I had 38 citations, including 24 for speeding, 13 parking violations and 1 personal conduct. Year to date the Compliance Committee has adjudicated 318 citations that were issued to Res I owners.

Gavin Schutz, Gate and Patrol Committee Member, reported on Gates & Patrol Committee activities, including some statistics on community gate activities.

For the month of April 2021:

- Just over 29,000 gate passes were printed. This represents a pass printed every 90 seconds. Most of these passes are for visitors and guests as homeowners tend to use the transponder entry points.

- The Command Center received over 7,000 calls, representing a call rate of about 10 per hour. These calls are heavily skewed towards the evening hours and present a significant load on command center personnel. The command center has implemented a new telephone system whereby the caller is rerouted to a gatehouse if command personnel are busy with another call. As a result of this new system, there were zero calls going to voicemail in April.
- The gate houses received a little over 4,500 calls, or 6 per hour. Most calls are from homeowners who will not use Dwelling-Live for guest and vendor management. These calls can reduce the gatehouse efficiency, resulting in entry delays.
- These statistics (and other community information) is available on the Master Association website.

Carol Nolte, Communication Committee Chair, indicated that the May Newsletter had been distributed and the next Newsletter is scheduled to be distributed in September 2021.

**General Manager's Report** - Michael Walker, General Manager, provided information regarding Association activities, including utility consumption updates, monthly and year to date work orders, radar speed report, landscape, pest, lake, pool and maintenance departments, palm tree trimming update, report regarding damage to Association property by the palm tree trimmers, and staff status.

Paula Turner made a motion to adjourn at 3:15 PM. Seconded by Gavin Schutz; passed unanimously.

Respectfully submitted,



Paula Turner, Secretary

Executive Session to discuss legal issues and member discipline was conducted immediately following the Board of Directors' Meeting.

The next Board of Directors' Meeting is scheduled for  
August 5, 2021 at 1:00 PM  
In Person at the HOA office and Via ZOOM.