

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
October 21, 2025

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, October 21, 2025, immediately following the Executive Session Meeting at 4:50 p.m. A quorum of Board members was present, and business was conducted as is outlined herein.

DIRECTORS PRESENT: Ron Crisp, President
Pat McCabe, Treasurer
Heather Andrews, Secretary
Gabrielle (Gaby) Philips, Director
Ivan Thomson, Director
Cheryl Mena, Director- Via Zoom

DIRECTORS ABSENT: Maria Demme, Director

ALSO PRESENT: Patricia Moeller, General Manager and Tina See, Administrative Assistant representing Personalized Property Management

CALL TO ORDER:
Ron Crisp called the Open Session meeting to order at 4:50 p.m.

APPROVAL OF THE AGENDA:
Motion to approve the agenda as presented was made by Ron Crisp, seconded by Heather Andrews. The motion was approved unanimous.

HOMEOWNER FORUM:
No homeowners were present.

PRESIDENT'S REPORT:
There was no report from the President.

SECRETARY'S REPORT:
Minutes:
After review, Motion to approve the September 16, 2025, meeting Minutes as presented was made by Pat McCabe, seconded by Ron Crisp. The motion was approved unanimous.

DISCLOSURE OF EXECUTIVE SESSION:
Today, at 4:00PM, prior to this meeting, an Executive Session Meeting was held which lasted about 50 minutes. Discussion included contracts, discipline hearings and collection matters.

The Board also made the following decisions:

COLLECTIONS:

The Board reviewed the collection report that was prepared by management which included information provided by the attorney. Management reported that there are still about \$32,524.29 delinquent assessments and collections fees owed to the association.

LIEN'S/NOD's

The board reviewed the Lien and NOD's Authorizations. There was no action taken by the board.

TREASURER REPORT:

September 30, 2025, financial report was reviewed in detail along with a one-page summary addressed to the Board. It was noted that the bank statements and reconciliations were reviewed. All Financial documents including the general ledger, balance sheet, revenue & expense statement, check registers, bank statements & reconciliations, and delinquency reports were provided to the board for their review as per the Civil Code.

After review, *Motion to accept the September 30, 2025, financial report, and bank reconciliations as prepared was made by Pat McCabe, seconded by Ron Crisp. The motion was approved unanimous.*

Maturing CD

One of the association's CD's is maturing on November 20, 2025. The Board reviewed a list of banks and interest rates. After review, *Motion to approve moving the maturing CD to a ServisFirst Bank CD with an interest rate of 3.85% was made by Heather Andrews, seconded by Gaby Philips. The motion was approved unanimous.*

2026 Reserve Study Proposal

The Board reviewed the 2026 Reserve Study. After review, *Motion to approve the 2026 Reserve Study as submitted was made by Gaby Philips, seconded by Ron Crisp. The motion was approved unanimous.*

2026 Draft Budget Review

The Board reviewed the draft 2026 budget. The draft budget includes an increase of \$20 per year per homeowner. There were also increases in the landscape, cleaning, security contracts and increase in the reserve allocation. After review, *Motion to approve the 2026 Budget as presented with a \$20 per year per homeowner increase in the assessment was made by Gaby Philips, Pat McCabe. Motion to approve was unanimous.* Management will forward a copy of the final budget package for board review and approval before mailing to the membership.

COMMITTEE REPORTS:

Bingo Night- Bingo is scheduled for October 24, 2025 at 6:00pm.

Trunk or Treat

The Trunk or Treat event was a success with 17 decorated trunks and many kids Trick or Treating.

Welcome Committee

The off- site owners receive the welcome letter and homeowner information form via first class mail. The committee just purchased additional items for the welcome gifts. There was 1 new owner for the month of September.

Garage Sale

The Bi-Annual Garage Sale is scheduled for November 15, 2025 from 7:00am-1:00pm.

Wine and Cheese Night

The Wine and Cheese event has been scheduled for November 15, 2025 from 5:00pm-8:00pm.

CURRENT BUSINESS:

Electrical Panel Update

Management has reported that the 2nd meter has been installed.

Annual Meeting

The Annual Meeting was scheduled for September 26, 2025 at 11:00am. It was an uncontested election, and the following homeowners were seated by acclimation for 2 year terms Ron Crisp, Cheryl Mena, Gabrielle Phillips and Ivan Thomson.

NEW BUSINESS:

Security Reports

There were no security issues to review.

Ratify Approval of New Pool Pump Installation

The pool pump went out and needed to be replaced between meetings. Management informed the board President and obtained permission to have the pump replaced at a cost of \$3,100 as the cost of the replacement was above managements authority to approve. After review, Motion to approve the new pool pump installation at a cost of \$3,100 was made by Ron Crisp, seconded by Gaby Philips. Motion to approve was unanimous.

Pro Elections Proposal for Electronic Voting

The Board reviewed a proposal for electronic voting from Pro Elections. The board has opted to not do electronic voting.

Request for Approval to Purchase New Office Chairs and Desk

Management has requested permission to purchase new office chairs and a new desk. Management has set up a business account with Staples to be able to purchase furniture and have it invoiced and delivered. After discussion, Motion to approve management's request to purchase office furniture cost not to exceed \$1,000 was made by Ivan Thomson, seconded by Gaby Philips. The motion was approved unanimous.

Management Reports:

The Management reports for the period ending September 2025, consisting of the Architectural Request Report, the Closed Escrow report and action item list.

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, November 18, 2025, immediately following the 4:00pm Executive Session Meeting. The Homeowners Open Forum starts at 5:00 p.m.

ADJOURNMENT:

With no further business to be brought before the board, a motion was made and seconded and unanimously approved to adjourn the meeting at 5:50 p.m.


Respectfully submitted,
Patricia Moeller, General Manager
Personalized Property Management Company

CERTIFICATE OF SECRETARY

I certify that I am a director of the Palm Desert Country Club Association, a California incorporated association. The foregoing is a true and correct record (minutes) of the meeting held by the Board of Directors of the Association.

DATED: 11/18/25

Palm Desert Country Club Association
A California Corporation

BY: 
Secretary or Director