

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
Palm City Association dba  
**Palm Desert Country Club Association**  
**December 16, 2025**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, December 16, 2025, immediately following the Executive Session Meeting at 4:23 p.m. A quorum of Board members was present, and business was conducted as is outlined herein.

**DIRECTORS PRESENT:** Ron Crisp, President  
Heather Andrews, Secretary- Via Zoom  
Maria Demme, Director- Via Zoom  
Ivan Thomson, Director- Via Zoom  
Cheryl Mena, Director  
Gaby Phillips, Director- Via Zoom

**DIRECTORS ABSENT:** Pat McCabe, Treasurer

**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 4:25 p.m.

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

**HOMEOWNER FORUM:**  
There were no homeowners present.

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

**SECRETARY'S REPORT:**  
**Minutes:**  
After review, Motion to approve the November 18, 2025, meeting Minutes as presented was made by Ivan Thomson, 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 23 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 as of the end of October there is still \$27,969.54 in unpaid assessments and collections fees.

## **LIEN'S/NOD's**

The board reviewed lien authorizations for 2 accounts.

After review, Motion to approve the Authorization to Lien Delinquent Homeowner for account 31654121 was made by Ivan Thomson, seconded by Cheryl Mena. The motion to approve was unanimous.

After review, Motion to approve the Authorization to Lien Delinquent Homeowner for account 31644927 was made by Ivan Thomson, seconded by Cheryl Mena. The motion to approve was unanimous.  
The board reviewed the Lien and NOD's Authorizations. There was no action taken by the board.

## **TREASURER REPORT:**

November 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 November 30, 2025, financial report, and bank reconciliations as prepared was made by Cheryl Mena, seconded by Ron Crisp. The motion was approved unanimous.

## **COMMITTEE REPORTS:**

### Welcome Committee

It was reported that there were 5 new owners for the month of November.

### Christmas Parade and Potluck

Christmas Parade and Potluck went well with 7 carts in the parade, and many more homeowners attended the potluck.

## **CURRENT BUSINESS:**

### Save the Date Annual Legal Update

The board reviewed a Save the Date notice for the Annual Legal Update to be held on January 9<sup>th</sup>, 2026. Ron, Pat and Cheryl have committed to attend.

## **NEW BUSINESS:**

### Security Reports

There were no security issues to review.

### Purchase of a GoPro Camera and Tablet for Violation Runs

Management reported that the purchase of the GoPro camera and tablet are in progress.

### Staff Christmas Bonuses

The Board discussed issuing a Christmas Bonus to the staff. After discussion, Motion to approve to issue Christmas bonuses to staff in the amounts as follows Patricia \$750, Tina \$500 and Andrew \$250 were made by Heather Andrews, seconded by Ivan Thomson. The motion was approved unanimous.

### Goal Setting Sessions

This item was moved to next months agenda.

Pool Fob Issues

The board discussed an issue a homeowner brought to the boards attention regarding homeowners not being able to use the pool area because of the misplacement of their pool fob. The board instructed management to use their best judgement in allowing access to the pool area while the homeowner is looking for their misplaced pool fob or until the homeowner purchases a new fob. The homeowner would be allowed access for only 5 days during this process.

Pool Heating Schedule

The board discussed that the pool is heated for 6 months of the year from November 1 to May 1. The board also discussed that the pool is still unusable in May as the weather is still too cold for swimming. The board will further at the next meeting as to extending the pool heating schedule to June 1.

**Management Reports:**

The Management reports for the period ending November 2025, consisting of the Architectural Request Report, the Closed Escrow report and action item list were reviewed by the board.

**NEXT MEETING:**

The next regular Board of Directors Meeting has been scheduled for Tuesday, January 20, 2026, 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 4:50 p.m.

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

<p><b>CERTIFICATE OF SECRETARY</b></p> <p>I certify that I am a director of the <u>Palm Desert Country Club Association</u>, 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.</p> <p>DATED: <u>1/20/26</u></p> <p style="text-align: right;">           Palm Desert Country Club Association            A California Corporation            BY: <u><i>Debbie Andrews</i></u>            Secretary or Director         </p>	
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