

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
Palm City Association dba  
**Palm Desert Country Club Association**  
**October 17, 2023**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, October 17, 2023, immediately following the Executive Session Meeting at 5:10 p.m. A quorum of Board members was present, and business was conducted as is outlined herein.

**DIRECTORS PRESENT:** Ron Crisp, President  
Pat McCabe, Director  
Ray Rieger, Director- Via Video Conference  
Heather Andrews, Secretary  
Jeilyn Planos, Director

**DIRECTORS ABSENT:** Maria Demme, Treasurer

**ALSO PRESENT:** Patricia Moeller, General Manager representing Personalized Property Management

**CALL TO ORDER:**

Ron Crisp called the Open Session meeting to order at 5:10 p.m.

**APPOINTMENT OF OFFICERS**

The following Officers were appointed:

Ron Crisp, President  
Heather Andrews, Secretary  
Pat McCabe, Treasurer

The new Directors are as follows:

Ray Rieger  
Maria Demme  
Jeilyn Planos

**APPROVAL OF THE AGENDA:**

Motion to approve the agenda as presented was made by Pat McCabe, seconded by Heather Andrews. The motion was approved unanimous.

**HOMEOWNER FORUM:**

There was a comment on getting homeowner email information to be able to send out communications via email to save money on copy costs.

**PRESIDENT'S REPORT:**

There was no report given.

**SECRETARY'S REPORT:**

**Minutes:**

After review, Motion to approve the June 21, 2023, meeting Minutes as submitted was made by Ron Crisp, seconded by Pat McCabe. The motion was approved unanimously.

After review, Motion to approve the July 26, 2023, meeting minutes as submitted was made by Ron Crisp, seconded by Pat McCabe. The motion was approved unanimously.

#### **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. There was also discussion on the Cell Tower lease sale.

At the September 19, 2023, Executive Session meeting the following actions were taken.

#### **Authorization to File NOD's**

After discussion, Motion to approve to file the NOD on APN# 637-241-008 was made by Heather Andrews, seconded by Ray Rieger. Motion was approved unanimously.

After discussion, Motion to approve to file the NOD on APN# 637-222-012 was made by Heather Andrews, seconded by Ray Rieger. Motion was approved unanimously.

#### **TREASURER'S REPORT:**

September 2023, 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 Civil Code.

It was noted that there is an operating CDAR account in the amount of \$166,789.51 that matures at the end of November. The Board has opted to move the CDAR amount at maturity to another bank with a higher interest rate. Management was instructed to close the account at maturity and the Board would open the new account.

After review, Motion to accept the September 30, 2023, financial report, and bank reconciliations as prepared and transfer of CDAR money into higher interest rate CD was made by Ron Crisp, seconded by Pat McCabe. The motion was approved unanimously.

#### **Approval of the 2024 Reserve Study**

The Board reviewed the 2024 Reserve Study at the budget meeting held on October 10, 2023. After review, Motion to approve the 2024 Reserve Study as submitted was made by Pat McCabe, seconded by Ron Crisp. The motion was approved unanimously.

#### **Approval of the 2024 Budget**

The Board reviewed the draft 2024 budget at the budget meeting held on October 10, 2023. There was a request for an increase by the landscape company and an increase in pay for office staff. After review, Motion to approve the 2024 draft budget as presented including the requested increases was made by Pat McCabe, seconded by Ron Crisp. The motion to approve was unanimous.

## **COLLECTION REPORT:**

The Board reviewed the collection report. There was no action taken by the Board.

## **COMMITTEE REPORTS:**

### Social Committee, Chair, Heather Andrews

There will be a Wine and Cheese event held at the Hall by office staff on November 18, 2023. The board approved a budget amount of \$500 for the event. There will also be the 3<sup>rd</sup> Annual Golf Cart Christmas Parade and Potluck on December 1, 2023.

### Website Committee

The Board would like to update the photos on the new website. The Board has approved spending up to \$250 for a photographer and photos. Secretary Heather stated she knew someone that could take photos of the property. Management will also reach out to a photographer for pricing.

## **CURRENT BUSINESS:**

### Pool Restroom Partitions

This project has been completed.

### Electrical Panel Update

The electrician is still waiting for the electrical panel shipment to arrive.

## **NEW BUSINESS:**

### Domestic Water Rate Increases

The Board reviewed the water rate increase sheet provided by the Water Company.

### Tree Trimming Proposal

The Board reviewed a proposal from the Landscape company for tree trimming at a cost of \$5,075. After review, Motion to approve the tree trimming proposal in the amount of \$5,075 was made by Heather Andrews, seconded by Pat McCabe. The motion was approved unanimous.

### Trash Enclosure Gate

The Board reviewed a proposal from Vantage Point Construction to repair the trash enclosure gate at a cost of \$1,186. Management has the authority to approve the cost of this repair. Management will have the gate repaired.

### Email Correspondence

The Board would like management to send out an email blast to the membership asking for authorization to allow the association to communicate via email to save money on mailing and coping costs.

## **Management Reports:**

The Management reports for the period ending September 2023, which consisted of the Architectural Request Report, the Closed Escrow and the Homeowner Account Change report were reviewed.

**NEXT MEETING:**

The next regular Board of Directors Meeting has been scheduled for Tuesday, November 21, 2023, 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 6:05 p.m.

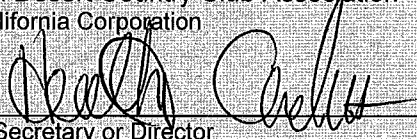
Respectfully submitted,  
Patricia Moeller, General Manager  
Personalized Property Management Company

**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: 11/21/23

Palm Desert Country Club Association  
A California Corporation

BY:   
Secretary or Director