

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
June 21, 2023

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Wednesday, June 21, 2023, immediately following the Executive Session Meeting at 4:20 p.m. A quorum of Board members was present, and business was conducted as is outlined herein.

DIRECTORS PRESENT: Ron Crisp, President
Lindsay Doyle, Director- Via Video Conference
Pat McCabe, Director
Ray Rieger, Director- Via Video Conference
Tom Morris, Director

DIRECTORS ABSENT: Heather Andrews, Secretary
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 4:20 p.m.

APPROVAL OF THE AGENDA:
Motion to approve the agenda as presented was made by Pat McCabe, seconded by Lindsay Doyle. The motion was approved unanimous.

HOMEOWNER FORUM:
There were no comments.

PRESIDENT'S REPORT:
There was no report given.

SECRETARY'S REPORT:
Minutes:
After review, Motion to approve the May 17, 2023, meeting Minutes as submitted was made by Ron Crisp, seconded by Pat McCabe. The motion was approved unanimous.

DISCLOSURE OF EXECUTIVE SESSION:
Today, at 12:00PM, prior to this meeting, an Executive Session Meeting was held which lasted about 20 minutes. Discussion included contracts, discipline hearings and collection matters. There was also discussion on the Cell Tower lease sale.

TREASURER'S REPORT:
May 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 \$60,623.50 that matures every four (4) weeks. The Board has opted to move the CDAR amount at maturity to First Citizens Bank into a 12-month CD 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 May 31, 2023, financial report, and bank reconciliations as prepared and transfer of CDAR money into higher interest rate CD at First Citizens Bank was made by Raymond Reiger, seconded by Pat McCabe. The motion was approved unanimous.*

COLLECTION REPORT:

The Board reviewed the collection report. The Board approved sending out delinquent account letters to those homeowners with a balance on their account. The Board directed management to continue to send late letters to homeowners who have a delinquent account.

COMMITTEE REPORTS:

Social Committee, Chair, Heather Andrews

There was no report given.

Website Committee-Lindsay Doyle

The new association website is just about completed. Documents have been uploaded. The final steps to going live is to transfer the Domain to the GoDaddy account at Personalized Property Management. Once that has been completed the new website will go live.

CURRENT BUSINESS:

Pool Restroom Partitions

The Board reviewed two new proposals for the restroom partitions from Vantage Point Construction and BD Construction. The proposals are for stainless steel partitions. After review and discussion, *Motion to approve the proposal from BD Construction for the stainless-steel restroom partitions at a cost of \$21,422 was made by Tom Morris, seconded by Pat McCabe. The motion was approved unanimous.*

Electrical Panel Update

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

NEW BUSINESS:

School Summer Requests

The school has requested approval for the following:

- Reduction in rent for the summer months. After review and discussion, *Motion to approve the schools request the reduction in rent to \$1,500 each for the months of July and August was made by Tom Morris, seconded by Pat McCabe. The motion to approve was unanimous.*
- Install artificial turf in the dirt areas surrounding the concrete in the play area. The Board reviewed the submitted proposal from BRC Construction to install artificial turf over the dirt surrounding the concrete paly area at a cost of \$8,200. After review and discussion, *Motion to approve the proposal submitted by BRC Construction to install turf in the*

areas surrounding the concrete play area at a cost of \$8,200 was made by Pat McCabe, seconded by Tom Morris. The motion to approve was unanimous.

- There was also discussion on replacing the double gate access from the Rose Garden with a single gate. After discussion, Motion to approve to have the Rose Garden gate access replaced from a double gate to a single gate access was made by Pat McCabe, seconded by Tom Morris. The motion to approve was unanimous.

The above projects were approved by the Board at a cost not to exceed \$20,000 in total including the rent reduction amount of \$3,000.

Copy Machine

Management reported that the hard drive on the association's copy machine has gone out and a new machine is needed. The Board reviewed proposals with a purchase option and a lease option from Valley Office Equipment and Surf City Copiers. After review, Motion to approve the proposal from Valley Office Equipment with the 36-month lease option at \$299 per month was made by Pat McCabe, seconded by Tom Morris. The motion to approve was unanimous.

Civil Code 4041 Mailing Approval

The Board approved the mailing of the Civil Code 4041 form to the membership.

2024 Reserve Study Proposal

The Board reviewed the 2024 Reserve Study proposal from SCT Reserve Study Consultants for a Level II reserve study. Management will forward the needed documents required by SCT.

Locksmith Repair Report

The Board reviewed the repair report prepared by the locksmith. Most of the needed repairs have been made. Additional repairs will be made in the coming weeks.

Approval to Give Power of Attorney to the CPA

Management received a Tax Bill from the Department of the Treasury in the amount of \$7,963 for the 2022 tax year. Management sent the bill to the CPA's office to handle. The CPA required a signed Power of Attorney to be able to call to settle this matter with the Department of the Treasury. After review, Motion to approve to give the association's CPA office Sonnenberg and Associates Power of Attorney to handle the tax issue was made by Tom Morris, seconded by Pat McCabe. The motion to approve was unanimous.

Management Reports:

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

After review, Motion to accept the Management Reports as prepared was made by Tom Morris, seconded by Ray Rieger. The motion was approved unanimous.

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, September 19, 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 6:00 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: 10/17/23

Palm Desert Country Club Association
A California Corporation

BY: 
Secretary or Director