

**REGULAR MEETING MINUTES**  
**BOARD OF DIRECTORS**  
Palm City Association dba  
**Palm Desert Country Club Association**  
**September 17, 2024**

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, September 17, 2024, 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  
Heather Andrews, Secretary  
Pat McCabe, Treasurer  
Ray Rieger, Director – Via Video Conference  
Jeilyn Planos, Director

**DIRECTORS ABSENT:** Maria Demme, Director  
Cheryl Mena, Director

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

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

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

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

**PRESIDENT’S REPORT:**  
There was no report given by the President.

**SECRETARY’S REPORT:**  
**Minutes:**  
After review, Motion to approve the July 22, 2024, meeting Minutes as submitted was made by Ron Crisp, seconded by Heather Andrews. 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 70 minutes. Discussion included contracts, discipline hearings and collection matters.

The Board also made the following decisions:  
After review, Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-221-003 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-081-014 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-133-011 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-221-003 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-222-005 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-232-007 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-282-035 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-273-005 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-202-014 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 637-470-024 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

After review, *Motion to approve the Authorization to Lien Delinquent Homeowner for APN: 009-612-956 was made by Pat McCabe, seconded by Jeilyn Planos. The motion to approve was unanimous.*

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

August 31, 2024, 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 August 31, 2024, financial report, and bank reconciliations as prepared was made by Pat McCabe, seconded by Ron Crisp. The motion was approved unanimously.*

### **RESERVE CASH ANALYSIS:**

The Board reviewed the Reserve Cash Analysis provided by the management and has opted to take no action at this time.

#### 2025 Reserve Study Proposal

The Board reviewed the 2025 Reserve Study. After review, *Motion to approve to increase the remaining useful lives of any component that has a "0" useful life to "3" and approve the Reserve Study was made by Heather Andrews, seconded by Ron Crisp. The motion was approved unanimously.*

## **2025 Draft Budget**

The Board reviewed the 2025 draft budget that included a minimum wage increase and cost of living increases for the staff. There were adjustments made to the budget. The board has tabled the approval until the next meeting.

## **COMMITTEE REPORTS:**

### **Events Committee**

#### Trunk or Treat

The Trunk or Treat event has been scheduled for October 20, 2024, from 5:30pm- 7:30pm in the parking lot.

#### Wine and Cheese

The Wine and Cheese event has been scheduled for November 9, 2024, from 5:00pm- 8:00pm in the Alice Marble Hall.

#### Community Garage Sale

The Community Garage Sale has been scheduled for October 19, 2024.

#### Welcome Committee

It was reported that the committee has met with some of the new homeowners and gifted them with a coffee mug and provided the Welcome letter and homeowner information forms. The off-site owners receive the welcome letter and homeowner information form via first class mail.

## **CURRENT BUSINESS:**

### **Electrical Panel Update**

Electrical panel replacement is in progress. The new lines are being installed from the power pole to the new placement of the panel.

### **New Electrical Meter Installation Cost**

There was an invoice that was paid out of operating funds for the new meter made payable to SCE. There was a question from management as to whether the cost of the new electrical meter should come out of the operating account or the reserve account. It was decided that the funds should come out of the reserve account. Management will have the cost of the new meter reclassified to reserves and reimburse the operating account for the cost.

### **Restated Rules and Regulations & Enforcement Policy**

The board reviewed the restated rules and regulations that were prepared by management after a meeting with the rules and regulations committee. The board would like to review a final draft copy of the restated rules and regulations at the next meeting.

### **Updated Association Forms for Website**

All forms have been uploaded to the website. This item can be removed from the agenda.

### **Annual Meeting**

The annual meeting has been scheduled for September 27, 2024 at 11:00am. Ballots were mailed. Homeowners are sending their ballots back.

**NEW BUSINESS:**

**Security Reports**

Management reported there were no issues in the security reports.

**Dead/Diseased Tree Removal Proposals**

The Board reviewed proposals from Pro Landcare to have 2 dead trees removed and stump grinding at a cost of \$1,825 and 2 diseased trees removed including grinding the stump at a cost of \$1,750. After review, Motion to approve the proposals from Pro Landcare for the removal of 2 dead trees and stump grinding at a cost of \$1,825 and removal of 2 diseased trees and stump grinding at a cost of \$1,750 was made by Ray Rieger, seconded by Pat McCabe. Motion was approved unanimous.

**Approval of AC Unit Replacement**

The board reviewed proposals from Comfort Heros and Desert Air to replace the AC unit in the management office. After review, Motion to approve the proposal from Desert Air to replace the AC unit with a new 5 ton, 2 year labor warranty, ten year parts warranty and ten year compressor warranty in the management office at a cost of \$12,422.00 was made by Pat McCabe, seconded by Jeilyn Planos. The motion was approved unanimous.

**PDCCA Christmas Gift Fair**

The Board member requesting this item was not in attendance at the meeting.

**Management Reports:**

The Management reports for the period ending August 2024, consisting of the Architectural Request Report, the Closed Escrow report and action item list were reviewed. Management also reported the following: Management approved an estimate to have the 2 AC units for the Alice Marble Hall repaired at a cost of \$1,821.25.

**NEXT MEETING:**

The next regular Board of Directors Meeting has been scheduled for Tuesday, October 15, 2024, 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 6:35 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: 10/15/2024

Palm Desert Country Club Association  
A California Corporation

BY: Heather Andrus  
Secretary or Director