

REGULAR MEETING MINUTES
BOARD OF DIRECTORS
Palm City Association dba
Palm Desert Country Club Association
March 19, 2024

A Regular meeting of the Board of Directors of the Palm Desert Country Club Association was held on Tuesday, February 20, 2024, immediately following the Executive Session Meeting at 4:00 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
Cheryl Mena, Director
Jeilyn Planos, Director
Maria Demme, Director

DIRECTORS ABSENT: None

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

CALL TO ORDER:
Ron Crisp called the Open Session meeting to order at 5:20 p.m.

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

HOMEOWNER FORUM:
The following comments were made -A homeowner came in to discuss traffic and speeding down the association streets. She also discussed the Neighborhood Traffic Management Program through the City. The next meeting is to be held sometime in May.

PRESIDENT'S REPORT:
There was no report given.

SECRETARY'S REPORT:
Minutes:
After review, Motion to approve the February 20, 2024, meeting Minutes as submitted was made by Ray Rieger, seconded by Pat McCabe. 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 30 minutes. Discussion included contracts, discipline hearings and collection matters.

The Board approved a payment plan offer. The Board also approved sending out the next step late letters to delinquent homeowners.

TREASURER'S REPORT:

February 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 Civil Code.

After review, *Motion to accept the February 28, 2024, financial report, and bank reconciliations as prepared was made by Pat McCabe, seconded by Ray Rieger. The motion was approved unanimous.*

2023 Audit

The Board reviewed the 2023 Audit. After review, *Motion to approve the 2023 Audit as presented was made by Ron Crisp, seconded by Ray Rieger. The motion was approved unanimous.* Management was instructed to send out the audit to the membership.

COMMITTEE REPORTS:

Committee Charter

Ray distributed documents that gave details on what a Committee Charter does. The committee charter is a document that sets out objectives, authority, and processes of a particular committee.

Website

Ray reported that the website has been kept updated with current information.

Appoint Board Member to Architectural Committee

Maria Demme has been appointed to the Architectural Committee. Ron Crisp has stepped down from the committee.

Wine and Cheese Event

Management reported that the Wine and Cheese event went well. There were about 25-30 owners in attendance. It was also reported that the event came in under budget.

Facility Committee

The Facilities Committee performed their first walk through of the property on February 29 and made a list of needed repairs to management. Management has already completed some items on the list and will continue to work to complete the list.

Welcome Committee

It was reported that the committee will purchase coffee mugs with single serve coffee to give to new owners and give them contact information of the office staff. The board also approved a \$500 per year budget.

CURRENT BUSINESS:

Electrical Panel Update

The electrical panel has been received and will be scheduled to be installed after a Southern California Edison sign off on the installation.

Restated Rules and Regulations

There was a discussion on updating the rules and regulations. During the review process of the document, it was noted that there were additional items that were no longer required or needed in the document and should be removed.

Website Ad Space Pricing

Director Cheryl provided pricing for the three Ad sizes for the website.

NEW BUSINESS:

Insurance Notice of Non-Renewal

The Board reviewed a notice of non-renewal from the Insurance Company. Management will reach out to the insurance company for recommendations from the insurance broker to obtain proposals.

Update Association for Website

Ray reported that he is in the process of updating all the association forms to be fillable and add the associations logo to the top. These forms will be available on the association's website.

City Update Notice on Stockpile of Dirt at Construction Site

The Board reviewed a letter from the city regarding the stockpile of dirt at the construction site.

Pool Handrail Replacement

The board reviewed a proposal from KAPS Pool Service for the replacement of the pool and spa handrails. The Board would like a revised proposal to only include the replacement of the spa handrails.

Pool Area Bulletin Board

The Board reviewed a quote from Amazon for the purchase of a new bulletin board for the pool area. The Board approved the purchase of double door enclosed cork bulletin board at a cost of \$398.99 plus tax and shipping.

Security Reports

The Board reviewed the security reports from Serna Security.

Management Reports:

The Management reports for the period ending February 2024, which consisted of the Architectural Request Report, the Closed Escrow report and action item list were reviewed.

NEXT MEETING:

The next regular Board of Directors Meeting has been scheduled for Tuesday, April 16, 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 7:17 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: 4/16/24

Palm Desert Country Club Association
A California Corporation

BY: Deather Andrews
Secretary or Director