



**Board of Directors' Meeting Minutes  
In Person and Via Zoom  
January 27, 2022  
2:00 PM**

**Board Member(s) Present:**

- Jan Van Willigen, President – In Person
- Gavin Schutz, Vice President – In Person
- Wayne Le Blang, Treasurer – Via Zoom
- Paula Turner, Secretary – In Person
- Carol Nolte, Director – In Person
- Dean Rivale, Director – In Person
- Kenn Ulrich, Director – In Person

**Also Present:**

- Michael Walker, General Manager – In Person
- Kelly McGalliard, Operations Manager – In Person

**CALL TO ORDER**

Jan Van Willigen, President, called the meeting to order at 2:00 PM. Six members of the Board of Directors including Jan Van Willigen, Gavin Schutz, Paula Turner, Carol Nolte, Dean Rivale and Kenn Ulrich, Management and six homeowners were present at the HOA office, which is located at 54-320 Southern Hills La Quinta CA. One Board member, Wayne Le Blang, was present via Zoom. There were additional homeowners present via Zoom.

**Approve & Waive Reading of Minutes of November 02, 2021** - Wayne Le Blang made a motion to approve the Board Meeting and Executive Session minutes of November 02, 2021. Seconded by Paula Turner, roll call vote taken, motion unanimously approved.

**Approve & Waive Reading of Emergency Meeting of November 22, 2021** - Wayne Le Blang made a motion to approve the Emergency Meeting minutes of November 22, 2021 with one minor correction. Seconded by Paula Turner, roll call vote taken, motion unanimously approved.

**Open Forum** - Homeowners Debi and Darrell Snyder, Kathryn Wanshura, Mr. and Mrs. La Monte and Steve Price were present and introduced themselves to one another.

## **Financial Statements**

Wayne Le Blang, Treasurer, provided a financial report to the Board. Jan Van Willigen made a motion to accept the Operating Fund Financial Statement as of November 30, 2021, the Accounts Receivable Summary as of December 31, 2021 the Financial Review Certifications of September, October and November 2021, and the 4<sup>th</sup> quarter 2021 bank statements, as presented. Seconded by Gavin Schutz roll call vote taken, motion unanimously approved.

Gavin Schutz made a motion to authorize liens on parcels 775161010, 775081063, 775081067 and 775131059. Seconded by Wayne Le Blang roll call vote taken, motion unanimously approved.

## **Old Business**

**Gates** – Kelly McGalliard, Operations Manager and Fernando Murillo, Maintenance Manager, provided an update on the fiberglass gate replacement contract work. 50 fiberglass gates that were beyond repair at Legend, Classic and Gallery residences were replaced with metal gates. The gate replacement program has been very well received by the effected owners.

The Board reviewed a contract proposal from Tremblay Iron Works to install an additional 50 metal gates. Management conducted a review of all the fiberglass gates and rated them according to gate condition. Wayne Le Blang made a motion to continue the gate replacement program and award the contract to Tremblay Iron Works per proposal 19801, in the amount of \$78,385. Priority shall be given to replacing the gates that are the most dilapidated. Seconded by Gavin Schutz, roll call vote taken, motion unanimously approved.

Cell Tower Update - Kelly McGalliard informed the Board that although the Association has submitted three applications to Verizon Wireless to secure a cell tower within the Association, there has been no response. Homeowner, Dr. Robert Waska, contacted the City of La Quinta to inquire about the poor cellular reception at PGA WEST and within the city. The City recommended that the Association conduct a survey of its membership to determine what company owners have as their cellular provider, if owners are happy with their cellular service and whether owners are amenable to a cell tower that is properly concealed. The Board instructed Management to proceed with the survey, which will be electronically provided to the membership. Once the survey results are compiled, Management will provide the information to the City of La Quinta and to cell providers. The goal is to ensure better cellular reception for PGA WEST residents.

The cell providers will determine how to accomplish this.

**Congressional Island Update** – Paula Turner and Carol Nolte provided a power point presentation depicting the Congressional Island rejuvenation project from inception to its current condition. The project incorporates drought tolerant plant material in a park like setting. The installation is nearing completion.

**Newsletter Criteria** –Kenn Ulrich, Board Director and Communication Committee Co-Chair, described a vision of the Association newsletter (1) as a news source of volunteer opportunities

throughout the Coachella Valley, and of becoming an information resource for leisure time activities available to our owners; (2) and for the Association website to offer timely news of events and activities affecting Association members. There is a need to establish Board approved criteria regarding appropriate content for the Association Newsletter. Kenn Ulrich and Carol Nolte proposed that they write a Newsletter Policy Statement to be shared with the Board at the March 17, 2022, Board Meeting. The Board looks forward to reviewing the Newsletter Policy Statement.

**Appoint Replacement Master Association Board Representative** – The Board of Directors noticed the membership of the opportunity to be considered by the PGA WEST Residential Association, Inc. Board of Directors as a candidate to be appointed by the Board to serve as a Master Association Board member. The following homeowners submitted applications to the Board: Robbie Banks, Ed Burke, Karen Pelletier, and Kathryn Wanshura. Kathryn Wanshura withdrew her candidacy. The Board appointed long term homeowner, Karen Pelletier, to serve as the PGA WEST Residential Association Master Board Appointee, to serve the remainder of Jack McDonald’s term, which expires in April 2022. Congratulations Karen!

**2022 Palm Tree Trimming Bids** – Wayne Le Blang made a motion to accept the 2022 Palm Tree Trimming Proposals totaling \$102,565, as presented from PWLC II and Professional Tree Service and Date Harvester Inc., with the stipulation that Management promptly provide a written sole source justification to each Board member for review. Providing that the sole source justification reflects the reasons as stated by Management and the Landscape Committee at the January 27, 2022 Board of Directors’ Meeting, and the Board acknowledges acceptance of same, the contracts are approved. Seconded by Kenn Ulrich, roll call vote taken, motion unanimously approved.

**Authorization to Engage Civil Engineer** – Management and the Landscape Committee are preparing to address the renovation of the island at Lake SRS 1. The island (peninsula) needs a significant overhaul. Management originally contacted a civil engineer to seek an opinion regarding how to approach the project.

The concerns reach beyond aesthetics as the erosion and deterioration of the island has a negative effect on the lake’s operational system (pumps, filters, etc.) The civil engineer did not find that the island could benefit from his service; therefore, he suggested engaging a Landscape Architect. Management was directed to contact multiple Landscape Architects to obtain a quote to prepare a plan for the renovation of the island at Lake SRS 1.

**Accreditation Marcus Rivera & James Covington** – Jan Van Willigen, Board President, informed the Board that Marcus Rivera, Landscape Manager, has fulfilled the requirements to recertify as an ISA Certified Arborist and he has earned his Qualified Applicator License QAL. Obtaining and maintaining these licenses is essential for the Landscape Manager. Congratulations Marcus!

James Covington, Administrative Assistant has fulfilled the requirements established by the California Association of Community Managers and he has earned the designation of Certified Community Association Manager (CCAM). Congratulations James!

### **Committee Reports –**

**Landscape** - Paula Turner, Chair, provided a Landscape Committee Update, noting the following: Meeting with Sunshine Landscape on January 19, 2022 regarding dissatisfaction with mowing and exposed pvc pipe. Following the meeting, mowing improved and some dirt has been brought in to cover pipes. Additionally, the gardeners have been instructed to remove the dead flowers from the annuals.

Mike Walker and Marcus Rivera have revised the Quality Control form; hopefully this results in additional information that improves the quality of landscape maintenance.

The quality of annual flowers this season is very good; the only complaints have been regarding the sheep eating them on the Palmer side.

Marcus Rivera and Paula Turner have been marking trees that are dead or dying for removal. There are 32 trees to be removed on the Palmer side. 24 of those trees will be replaced in the same location, the other 8 trees were planted in areas that are not suitable for tree planting; therefore, a tree may be planted elsewhere in the common area.

Marcus Rivera provided an update on water conservation, discussing test areas for water saving nozzles and rebates from Coachella Valley Water District (CVWD). Mr. Rivera also stated that CVWD is in the process of preparing a water audit that was performed throughout the Association. The audit may result in a greater outdoor water budget (OWB), which could result in lower water cost. The OWB is the budget that determines which tier the water usage is billed in. Conversely, depending on their findings, our OWB could be reduced, which would result in higher water cost. Upon receipt, Management will report the water audit findings to the Board of Directors.

**Architectural** – Dean Rivale, Chair, stated that in 2021 the Committee reviewed approximately 90 applications. Architectural improvements being requested by owners include pools, spas, patio extensions, new windows and sliders, outdoor kitchens, fire features, pavers and one solar application. Mr. Rivale noted that often the Architectural Review process is slowed by the administrative requirements, such as having the contractor's insurer provide the required certificates of insurance or waiting for the City of La Quinta to issue permits. The Committee and staff try to facilitate the approval process as quickly as possible.

**Compliance** - Carol Nolte, Chair, provided an overview of the Res I Citations adjudicated in 2021. There was a total of 597 Citations, of which, 232 were for parking issues, 324 for speeding, 22 for noise/personal conduct, 51 access pass violations, 33 unregistered rental property violations, and 32 for miscellaneous i.e., underage driver, entering through exit.

**Gate and Patrol & Master Association** – Gavin Schutz, President, Master Association (MA), reported the following. The MA has purchased several additional portable radar carts, as speeding

is a community-wide problem. The gatehouses issue between 25K and 30K passes per month. The MA is having guest passes printed with rules on the backside; this to remind guests of the frequently violated rules. There is no update regarding the parking rules; however, the patrols are aware that in the Greens' and Medalist areas, the parking for these units is limited due to the shared motor court driveways. Consequently, Greens and Medalist residents are not being cited for street parking. Speeding fines may be reviewed and increased to attempt to curtail the number of speeding vehicles. The MA has ordered 12 new LED mountain lights at a cost of \$27K, to replace the 8 lights that are currently not working. There will be 4 lights available for future use. The MA is looking into performing renovations at the Stadium and Palmer Gatehouses. There may also be some landscaping upgrades made to Pete Dye. The MA determined that they would conduct monthly meetings, primarily to hear compliance appeals.

**Communication** - Carol Nolte, Co-Chair, reported that the Association Newsletter was emailed last week to 1,106 homeowners. 952 owners opened the newsletter, which will be posted on the website at [pgawest.org](http://pgawest.org).

**Bighorn Sheep** – Jan Van Willigen reported that the Coachella Valley Conservation Commission (CVCC) informed him that they are waiting for construction drawings from Coachella Valley Water District. CVCC advised that construction may begin in February 2022, with an anticipated construction time of 1.5 years.

**General Manager's Report** - Michael Walker, General Manager, provided information regarding Association activities, including utility consumption updates, monthly and year to date work orders, radar speed report, landscape, pest, lake, pool and maintenance departments and staff status.

Dean Rivale made a motion to adjourn at 4:25 PM. Seconded by Paula Turner, roll call vote taken, motion unanimously approved.

Respectfully submitted,



Paula Turner, Secretary

Executive Session to discuss legal issues and member discipline was conducted immediately following the Board of Directors' Meeting.

The next Board of Directors' Meeting is scheduled for  
March 17, 2022 at 1:00 PM