



**Board of Directors' Meeting Minutes  
In Person and Via Zoom  
April 11, 2023  
2:00 PM**

Board Member(s) Present:

- Jan Van Willigen
- Paula Turner
- Carol Nolte
- Laurel Klaus
- Dean Rivale
- Jim Young
- Jay Agoado

Also Present:

- Michael Walker, General Manager
- Kelly McGalliard, Operations Manager
- Mark Copeland, Signature Estate & Investment Advisor (SEIA)

**CALL TO ORDER**

Jan Van Willigen called the meeting to order at 2:00 PM. The Board of Directors, Management and thirteen homeowners were present in person at the HOA office, which is located at 54-320 Southern Hills La Quinta CA. There were additional homeowners present via Zoom.

**Election of Officers**

Jan Van Willigen explained that the Board members submitted their Board positions of interest prior to the meeting. A spreadsheet notating each members' interest was shared with the Board. The positions of President, Vice President, and Secretary only had one Director who was interested in the position. Consequently, Mr. Van Willigen made a motion to elect Jan Van Willigen as President, Laurel Klaus as Vice President, and Paula Turner as Secretary. Seconded by Paula Turner; passed unanimously. Regarding the office of Treasurer, both Dean Rivale and Jim Young expressed interest in the position. Each Board member voted for Treasurer, Jim Young received more votes; therefore, Jim Young will serve as Treasurer.

**Appointment of Committee Chairpersons**

- Landscape/Pool - Paula Turner was appointed to serve as Chairperson for the Landscape Committee

- Architectural – Dean Rivale was appointed to serve as Chairperson for the Architectural Committee
- Compliance – Jim Young was appointed to serve as the Res I Compliance Committee Representative
- Master Association – Jim Young was appointed to serve as the Res I Board Member Representative for a year term as a Master Association Director. Gavin Schutz was appointed to serve as a ‘member at large’ Res I Representative for a two-year term as a Master Association Director.
- Communication – Carol Nolte was appointed to serve as the Chairperson of the Communication Committee

### **Meeting Minutes**

Paula Turner made a motion to approve the minutes of the Board Meeting and Executive Session of January 26, 2023, the Executive Session of February 27, 2023, and the Emergency Meeting of March 3, 2023. Seconded by Jan Van Willigen; passed unanimously.

### **Financial Statements**

Jan Van Willigen made a motion to accept the Operating Fund Financial Statement as of February 28, 2023, Accounts Receivable Summary of February 28, 2023, Financial Review Certification for December 2022, January and February 2023, 1st Quarter Bank Statements, and SEIA Portfolio Review as presented. Seconded by Dean Rivale; passed unanimously.

Jan Van Willigen made a motion to authorize placing a delinquent assessment lien on parcel 775231003. Seconded by Paula Turner; passed unanimously.

Mark Copeland, Signature Estate & Investment Advisor (SEIA), was present and provided an overview of the Association’s investment activity in 2022. He discussed the investment challenges in 2022 and expressed a positive outlook for 2023, with interest rate opportunities on fixed income in the 4% – 5% range.

### **Old Business**

**Adopt Updated Architectural Improvement Rules and Guidelines** – Dean Rivale made a motion to adopt the Updated Architectural Improvement Rules and Guidelines. Seconded by Jan Van Willigen. Comments were received and reviewed by the Board of Directors. The motion to adopt the Updated Architectural Improvement Rules and Guidelines passed unanimously.

**Adopt Revised Sign Policy** – Jan Van Willigen made a motion to consider the Revised Sign Policy. Seconded by Paula Turner. Discussion ensued regarding the comments received from homeowners, and the Board members’ opinion regarding signs not being permitted on garage

doors. Jan Van Willigen amended the motion to not adopt the Revised Sign Policy as presented. Seconded by Dean Rivale. Jan Van Willigen, Dean Rivale, Jim Young and Laurel Klaus voted in favor of the motion. Jay Agoado, Carol Nolte, and Paula Turner voted in opposition to the motion. Motion to not adopt the Revised Sign Policy prevailed four to three.

### **New Business**

**Homeowner Conduct Policy** – The Board of Directors instructed management to draft a Homeowner Conduct Policy. The Board of Directors considered the draft policy and requested that legal counsel review the draft prior to Management sending out for 28-day comment period.

**2023 Board Meeting Schedule** – The Board discussed the remaining Board Meetings for 2023, and the schedule is as follows: June 8, 2023 at 2:00 PM; August 14, 2023 at 2:00 PM; Budget Workshop #1 on September 28, 2023 at 9:00 AM; Budget Workshop #2 on October 26, 2023 at 2:00 PM and November 2, 2023 at 2:00 PM.

**2022 Audit – Wayne Carlsen, CPA, of** Brabo Carlsen prepared the 2022 Annual Audited Financial Statement. Jim Young made a motion to approve the 2022 Audit as presented. Seconded by Jan Van Willigen; passed unanimously.

**Palm Tree Trimming Contract** – Sealed bids for the 2023 palm tree trimming were solicited from three contractors. Because the project is so large, Management recommended that the Palm Tree Trimming work be split into two contracts as follows:

Contract #1 consists of the following:

Contractor will provide the labor necessary to perform trimming of the 314 Washingtonia robusta palm trees on the golf course side of the homes and pools on the Palmer side of the property. Contractor will provide the labor necessary to perform the trimming of all the 860 Washingtonia robusta and 183 Washingtonia filifera palm trees situated on Association property for the Stadium side of the property. This includes palms located on the streetside, golf course side, lake side, in-betweens, courtyards, pool interiors, and on islands or peninsulas located on the Stadium side of the property.

Contract #2 consists of the following:

Contractor will provide the labor necessary to perform trimming of the 1,093 Washingtonia robusta and 288 Washingtonia filifera palm trees situated on the streetside, lake side, in-betweens, courtyards, pool interiors, and on islands or peninsulas located on the Palmer side of the property.

Management recommended that Contract #1 be awarded to Pro Tree Service and Date Harvester and Contract #2 be awarded to PWLC II. Jim Young made a motion to approve Contract #1 and Contract #2 as proposed by Management. Seconded by Paula Turner. Discussion ensued regarding

skinning palm trees. Management was instructed to ask the Palm Tree Trimming contractors for a quote to skin palm trees, for the purpose of possibly offering owners the opportunity to have the palm trees in their limited common areas skinned at owner expense. The motion as presented passed unanimously.

**Asphalt Grind, Overlay, Seal and Stripe Contract** - Sealed bids for the 2023 Asphalt Grind, Overlay, Seal and Stripe work were solicited from five contractors. Upon review of all the bids, Management recommended that the contract work be split between two companies as in this case it is the most cost-effective way to accomplish the contract work. Management proposed awarding the contract to Grind and Overlay approximately 25% of the Association streets (as defined in the scope of work) to AMS at a cost of \$479,997, and to award a contract to Repair Cracks, Seal and Stripe to Asphalt MDs at a cost of \$293,434. Awarding the two contracts as stated will result in a cost savings of \$51,073. Jim Young made a motion to approve the 2023 Asphalt Grind, Overlay, Seal and Stripe contracts as proposed to AMS and Asphalt MDs, at a total cost of \$773,431, to be funded by the Reserve account. Seconded by Paula Turner. Discussion ensued regarding speed bumps. The motion as presented passed unanimously.

**Windstorm Update** – In the very early morning hours of February 23, 2023 there was a substantial windstorm, which resulted in a significant amount of wind damage, including multiple trees down, many roof tiles broken and fallen, Association pool furniture, fences, and wall collapse. A large Ficus tree fell on the wall located at the southeast portion of Oak Hill that backs up to PGA Boulevard. The tree fell onto PGA Boulevard and a section of the wall crumbled.

The Board reviewed three letters from the Master Association regarding Res I clean up of the fallen tree, tree removals and wall reconstruction.

Management advised the Board that due to the extensive damage and cost of repair and replacement of Association owned components, an insurance claim with Farmers Insurance was initiated. The policy has a \$10K deductible, and the claim proceeds will be used to offset the cost of repairs.

**Committee Reports** – Reports were provided at the Annual Members’ Meeting on April 6, 2023; therefore, no Committee Reports were given at the April 11, 2023 meeting.

**Correspondence -**

- Letter from Jim King – Mr. King expressed dissatisfaction with the music emanating from golf carts, which he considers infringement on his right to quiet enjoyment. Management

to send a letter to the Club asking them to instruct golfers to be considerate when playing music while on the course.

- Speed minder – Chris Kayser, homeowner requested that the Association request that the Master Association assign patrol to monitor the speeding in the area of Oakmont at Southern Hills, south toward Res II. Mr. Kayser has witnessed multiple incidents when walkers and bicyclists have been in danger due to the speeding conditions.
- Thank You Note – The Board acknowledged a note of gratitude.

**General Manager's Report** - Michael Walker, General Manager, provided information regarding Association activities, including utility consumption updates, work order report, speed report, landscape, pest, lake, pool, and maintenance departments.

**Open Forum** – The homeowners were invited to address the Board. One owner requested that Pool 3X, which is ADA equipped, be heated all winter, as her handicapped son, who is also a Res I owner, uses the pool routinely.

An owner who resides adjacent to Pool 14A requested that the pool not be heated too frequently as when the pool is heated and is one of select pools to be heated, that this causes an influx of residents to utilize the pool, which interferes with her quiet enjoyment.

Jan Van Willigen made a motion to adjourn at 4:05 PM. Seconded by Paula Turner; passed unanimously.

Respectfully submitted,

Paula Turner, Secretary

The next Board of Directors' Meeting is scheduled for  
June 8, 2023 at 2:00 PM

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