



TPUOA

Tri Palm Unified Owners Association

Board of Directors Meeting Minutes 32-851 Desert Moon Drive, Conference Room February 7, 2018

I. Call to Order:

President Will Gonzalez called meeting to order at 8:30 a.m., a quorum was established.

II. Roll Call:

- a. **Board Members:** Will Gonzalez, Wally Tecklenburg, Jan Arbour, Linda Batson, Pam Treece, Sandy Barbon, Gary Burns, Karen Schmidt and Mike Campbell.
- b. **Staff:** Admin. Assist. Marcee Williams
- c. **Guests:** We had three homeowners in attendance.

Approval of Minutes: January 10, 2018 Minutes reviewed with no amendments; P. Treece motioned, J. Arbour seconded, approved by all. January 9, 2018 Special Meeting reviewed with no amendments; J. Arbour motioned, K. Schmidt seconded, approved by all. January 10, 2018 Organizational Meeting reviewed with no amendments; J. Arbour motioned, W. Tecklenburg seconded, approved by all.

III. **President Report:** W. Gonzalez: Report forthcoming on Saturday at the General meeting.

IV. **Vice President Report:** L. Batson: Legal appeal is still in appellate court. Options have been presented and will be reviewed. **Action – L. Batson (Follow up)**

V. **Financial Report:** W. Tecklenburg: The Board received the Treasurer's report and interim financial statement. 12 applications were approved for assessment fee assistance and 4 are pending. **Action – W. Tecklenburg (Follow up)**

VI. **Secretary Report:** J. Arbour: Committee members please contact Wendy if you need assistance from the office staff for committee work. The board member name plaques will be used for both the Board meetings and the General meeting. **Action – J. Arbour (Completed)**

VII. **Old Business:** No old business.

VIII. **New Business:** G. Burns: Action Log Sheet. Log sheet will be used to track the items brought up at the board meeting and note the person responsible to handle the action and the due date. The sheet will track the status of the issue being discussed. This sheet may be redundant because the Action is now designated in the board minutes. A trial of the log sheet will be conducted. **Action – G. Burns (Ongoing)**

IX. Committee Reports:

- **Architectural:** G. Burns: 24 applications received in January 23 approved, one as a conditional approval pending action by the homeowner. The homeowner did not take action and thus fines began on 2-1-18. The committee will be taking pictures for application files for clarification of issues. Further discussion is required for the amount and structure of the architectural fines. **Action – G. Burns (Follow up)**
- **CC&R:** M. Campbell: Working on revising the complaint forms to better define CC&R complaints from architecture complaints. Discussion of structural issues and repairs and replacements vs. CC&R violations. **Action – M. Campbell (Confer with Architectural committee to delineate functions between Architecture and CC&R's)**
- **Senior Housing:** M. Campbell: Four active cases that we are pursuing. There has been a decrease in violations and an increase in underage reporting by homeowners. **Action – M. Campbell (Ongoing)**
- **Rules & Regulations:** W. Gonzalez: John Manack gave report on golf course. Juan Martinez gave a report on the upcoming maintenance schedule for the golf course. TPE are looking at activating the Disaster Preparedness group. Issues in the family section are being reviewed. Discussions continue about the RV storage lot.
- **Community Relations & Communications:** P. Treece: Meeting on February 23 at 2 p.m. to evaluate the website and seek input from the membership and committees about their needs for communication on the

website. **Action – P. Treece (Follow up with information gathered).** Suggest separating Communications (*Happenings*, Website & Nextdoor) from Community Relations (Welcome Committee, Annual Yard Sale, Disaster Preparedness Liaison) to form two separate committees. S. Barbon will oversee the Community Relations committee. **Action – S.Barbon (Report monthly on Community Relations portfolio)**

- **Information Technology:** M. Morrissey on behalf of J. Arbour: All computers are running fine. Retrieved a lost file from our backup system. M. Morrissey will notify the Office Manager and Secretary when he will be in the office to run a check on office programs and performs security checks on the computers. He will give his report to the Office Manger for reporting by the Secretary at the Board meeting. To assist the office in consistency of knowledge regarding program and security checks, he will develop a “how to” manual that will be available in the office. **Action – J. Arbour (Ongoing for monthly reports at the Board meeting)**
- **Collections:** J. Arbour reported on small claims case for account #4044 that will be attended on Feb.10 by herself and Marcee Williams. **Action – J. Arbour (Report results at next Board meeting)**

X. Member Comments or Questions:

- One member commented on having someone from the disaster preparedness group attend the Thousand Palm Community Council Meetings. Was pleased to see two board members at the last council meeting. The cell phone tower approved in 2016 will be built at the corner of Ramon and Desert Moon. Discrepancy on the number of free Xerox copies allowed at the TPUOA office (Response: the amount of free copies are 25 copies per person).

Meeting adjourned at 10:10A.M.

Executive Session Meeting to follow in 15 minutes.

/SIGNATURE ON FILE/HOA OFFICE

Janice Arbour, Secretary

2-7-2018

Date

