



Board of Directors Meeting Minutes
32-851 Desert Moon Drive, Conference Room
September 5, 2018 9:00am

I. Call to Order:

Vice President Linda Batson called meeting to order at 9:00 a.m., a quorum was established.

II. Roll Call:

- a. **Board Members:** Linda Batson, Pam Treece, Sandy Barbon, Mike Campbell and Phil LaPierre.
On Phone: Wally Tecklenburg, Gary Burns & Jan Arbour
- b. **Staff:** Admin. Assist. Marcee Williams
- c. **Guests:** Nine homeowners in attendance.

Opening Statement: Will Gonzalez had resigned from the Board, which necessitated the reorganization of the officers.

Motion to appoint Linda Batson as President and appoint Sandy Barbon as Vice President. P. LaPierre motioned, P. Treece seconded, one nay and seven yeas. Motion passed.

Approval of Minutes: July 11, 2018 Minutes reviewed with no amendments; J. Arbour motioned, W. Tecklenburg seconded, approved by all.

III. President Report: L. Batson: No report.

IV. Vice President Report: S. Barbon: No report.

- V. Financial Report:** W. Tecklenburg: The August balance of the checking account was \$54,330 and the money market was \$128,094, of which \$92,000 is in the reserve fund. Expenses and income is in line with the budget. At the request of our insurance carrier, TPUOA is now listed under Shenandoah Ventures Tri Palm Estates general liability insurance policy. Annually in conjunction with the budget process, the board reviews the reserve study projections. After review of the major components listed in the reserve study, it was recommended that no monies be added to the reserve fund for 2019 given the reserve is currently funded at 87% and no major items are forecast for maintenance for the next 3 to 4 years. Therefore, the proposed budget for 2019 does not include an increase in assessment fees. It does include increases for Enforcement Contract Services, employee payroll and generally 3% on other expenses.

Motion to approve the proposed 2019 Budget without an increase in assessment fees and without contributions to the reserve fund. W. Tecklenburg motioned, P. LaPierre seconded, approved by all.

VI. Secretary Report: J. Arbour: Donuts will continue to be offered at general meetings. Due to recent vandalism, a security camera has been installed and an additional alarm sensor mounted on the rear door. We will be interviewing for a Receptionist/Admin. Asst. for the winter season. The homeowner information mailed in the fall will ask members to provide information about their interest in working with TPUOA committees.

VII. Old Business:

- **New Development:** L. Batson: Public Hearing notice received states the new development to the east of Tri Palm is moving forward. Phil LaPierre: Mentioned that once they break-ground, the membership should be made aware that the 'desert critters' will be disrupted and will be moving to seek new homes.

VIII. New Business:

- **Cathedral City Annexation of Thousand Palms:** M. Campbell: Request that the membership be aware of the annexation meetings to be held in October by the Thousand Palms Community Council, and the Cathedral City Council. The annexation will affect our property taxes, our county services, and utilities. In addition, it would require making all golf carts street-legal. L. Batson: According to the Cathedral City Council minutes, it states they have only ordered a Request For Proposal (RFP). Before they can proceed to execute annexation they must meet all the Local Agency Formation Commission Office (LAFCO) requirements.

IX. Committee Reports:

- **Communications:** P. Treece: Summer has been slow. Happenings will be published in October. We need to seek a new Chair for the Happenings committee as she will not be running for the board in 2019.

- **Architectural:** G. Burns: We have been busy this Summer. We had 16 applications since the last meeting. All were approved except three are still on hold for more information. Five homeowners are in fines. Seven applications have been extended. The committee would welcome volunteers to step forward.
- **Community Relations:** S. Barbon: No report.
- **CC&R and Senior Housing:** M. Campbell: Local realtor said the home values have increased because of the attention to architectural & CC&R issues. Homeowners have been responding to the actions taken on collections for delinquent fines. Many have paid in full or opted to be on a payment plan. The Compliance Officers work has become invaluable for Senior Housing complaints and CC&R violations.
- **Rules & Regulations:** P. LaPierre: Projects approved by TPE were: golf cart path repair, fencing an area near the clubhouse for secure golf cart parking, resurfacing the clubhouse floor. The millennium golf course closes on September 29 for re-seeding and opens on November 5. The Par 3 course closes on October 15 and opens on November 19. The Disaster/Emergency Preparedness storage unit has been approved and will be placed in the parking lot near the tennis courts. Acoustics in the restaurant still an issue. Still no clarification with management on the monetary amount required to be spent each year for facility improvements. M. Campbell: Suggested that a concrete shuffleboard court be created for inexperienced users. This will allow everyone to learn the game without damaging the professional courts.
- **Information Technology:** J. Arbour: Mike Morrissey continues to check the computers on a regular basis. The back-up computer will be installed soon. Computer system schematics and carbonite backup procedures are being created in the event of system failure or file loss.
- **Action Log:** G. Burns: Will update the list and requests update status from board members about the items.
- **New Policy Review:** Currently TPUOA does not use a standard format to write policy & procedures. **Motion:** that TPUOA establish a Policy Template for writing policies and procedures. The TPUOA template will provide continuity of format and detail for information to be included in the policy and procedure. J. Arbour motioned, P. La Pierre seconded, approved by all. **Motion:** that a policy be established for writing and revising policies and procedures. The Policy for Development of TPUOA Policy and Procedures will provide guidelines on how a policy and procedure is created, recorded and revised. J. Arbour motioned, P. LaPierre seconded, approved by all. **Motion:** that we establish a policy and procedure for retention of legal information in the office. The policy and procedure for Retention of Legal, Litigation and Collection Materials will establish guidelines for storing of sensitive information that must be retained for legal purposes. J. Arbour motioned, G. Burns seconded, approved by all.

The motion for use of the TPUOA conference room will be tabled until further information is gathered.

- **Member Comments or Questions:** **Question:** How are judgments handled after they are filed? **Answer:** We do pursue collection on judgments. We began using a collection agency. Member responded that judgments can be sold. **Question:** What is recourse when a homeowner is in violation other than a fine? Do we have a group to help these homeowners? **Answer:** We are not sure about entering a homeowner's property and will do more research on this issue. **Question:** Regarding the annexation, does it take more than a 50% of registered voters to pass? **Answer:** Yes, it must be a majority vote. **Question:** Is Ivy Ranch in Thousand Palms? **Answer:** Yes. **Question:** Does TPUOA have a database of who can vote? **Answer:** No. Only registered Riverside County voters will be able to vote. **Question:** Can our entrance areas get spruced up with some lighting and shrubbery? **Answer:** It will be brought up to the general manager, John Manack. **Question:** Why aren't legal hearings posted on the TPUOA website, and updated information? **Answer:** No briefs have been filed. There are no results to relay at this time. **Comment:** Please check civil code 4935 – the items allowed on your executive agenda are predesignated and items outside of those topics should be discussed in the open meeting. **To the Treasurer and Happenings Director:** When the board first began to produce Happenings, it was the understanding that no staff time would be used. **Answer:** We have always used staff to support the publication. **Comment:** It would be nice to move the member comments to the body of the open meeting so the board could hear member comments before making a motion.

Recap of Executive meeting: Discussion of personnel matter. Review of 2019 Budget contracts. Legal issues and complaints regarding Bylaws Article 6, disciplinary actions for membership.

Meeting adjourned at 11:10am

Resume Executive Session Meeting at 11:15am

Executive Session Meeting adjourned at 11:30am

/Signature on File/HOA Office
Janice Arbour, Secretary

10-10-2018
Date