

TRI PALM UNIFIED OWNERS ASSOCIATION

Board of Directors Meeting

December 9, 2020 - 9:00AM - **Video/Audio Meeting**



- **Call to Order:**
 - President Sandy Barbon called meeting to order at 9:00 a.m., a quorum was established.
- **Attendance:**
 - **Board Members:** Sandy Barbon, Ed Glapinski, Kirsten Doerr, Bud Rymer, Gary Burns, Marshall Pugh, Wally Tecklenburg, Jim Morton & Harve Rosenthal.
 - **Staff:** Admin. Assist. Marcee Williams & Wendy Jardine
 - **Guests:** No guests in attendance due to COVID-19 regulations.
- **Approval of Minutes:**
 - November 11, 2020 Board Meeting Minutes – Approved by all members present.
- **President Report:** S. Barbon: We are in another Covid lockdown and because we have more than one employee, OSHA requires we have a written plan in place to be in compliance. Discussion of new lockdown and procedures we need to follow.
- **Vice President Report:** H. Rosenthal: Thanks everyone for their cooperation during this crisis. Wishing everyone a wonderful holiday and New Year. Stay safe.
- **Financial Report:** W. Tecklenburg: The checking account balance as of November 30, 2020 was \$58,951; savings \$31,506.; CD's \$143,456. Income was \$4,744. Transfer fees were \$2,400 and fines income was \$1,770. Expenses were \$25,630. We are slightly overbudget in legal expenses and postage. We are under budget for transfer fees. There is about \$5,000 to \$6,000 in 2020 assessments that have not been paid. Fines income are under budget by \$15,000. We are over budget for Bad Debt Recover by \$14,000. We are currently receiving payments for the 2021 assessments and are receiving contributions for the Assessment Assistance Program. The balance in the Assistance Fund is \$1,987. In 2020 we collected \$26,330 in outstanding fines of which \$2,940 was collected by Coachella Valley Collection Services on judgments.
- **Secretary Report:** J. Morton: Report will be covered in old business.
- **Committee Reports:**
 - **Architectural:** G. Burns: We had 16 applications, 16 were approved. Three violations, two hearings and two went into fines. Hearings are still being handled by phone.
 - **Communications:** W. Tecklenburg: Ruth, our editor for Happenings is still working on the publication digitally. It is available on our website TPUOA.net. We have issued 33 blasts this year and feedback comments are well received. We will continue to issue them biweekly. The website is up to date.
 - **Community Relations:** B. Rymer: A couple items to discuss in executive session. I had an idea that maybe we can inquire if the clubhouse can be made available for vaccine inoculations. Sandy commented that we expect the CDC to inform us where the vaccines will be given. Discussion of managements Covid protocol at the clubhouse and no announcements of closings.
 - **CC&R:** E. Glapinski: Currently we have minimal violations, however the active violations are not being resolved and are going into hearings and fines. Reminder to homeowners with their holiday lighting, please don't overload your circuits. This is a fire danger.
 - **Senior Housing:** K. Doerr: There are four properties in fines. There are five pending violations, waiting for paperwork or hearing dates. Henry is investigating/watching twelve properties. Ed commented that some of these properties that have senior housing violations tie into illegal activity. With the cooperation of Citizens on Patrol, Neighborhood Watch and Board involvement we are all working to resolve many of the ongoing problems.
 - **Rules & Regulations:** J. Morton: At the last RR&F meeting no one from management attended nor did Bessire and Casenhiser. They need to attend. They do not seem to understand their responsibilities. They are bound by the Property Owners Handbook, etc. W. Tecklenburg mentioned, and M. Pugh agreed, that the women's golf clubs do not have a voice at these meetings. Discussion of golf course and other management responsibilities are not being addressed as required. An email will be sent to all clubs to determine which clubs need to have their issues addressed with management at the next meeting.
 - **IT:** E. Glapinski: All computers are updated. Mike Morrissey doing a great job. VPN costs, speed and other information to be investigated by E. Glapinski & Mike Morrissey.
 - **Action Log:** G. Burns: Discussion & review of action items to be added, updated and/or removed.

- **Old Business:**
 - **Teasley Status:** S. Barbon: Will discuss in executive session.
 - **January (Annual Membership Meeting) venue discussion (Zoom?/Webinar?):** S. Barbon: Discussion of how Zoom or Webinar would work for the upcoming General Meeting. Will do a test run.
 - **Critical Documents – Scanning, purging, discarding:** S. Barbon: Reviewed the CC&R's that were amended in 1995 per member vote. Did not find a recorded copy of the CC&R's reflecting this amendment at this time. Requires further investigation.
 - **File Policy & Procedure discussion:** J. Morton: Review & discussion of member's files, records & document information.
 - **MOTION:** To approve the File Policy & Procedures. Approve by all.
 - **Collections Policy & Procedure discussion:** J. Morton: Review & discussion of Collections Policy & Procedures, bad debt, old receivables. Our CPA Mr. Beck said there may be a legal issue that if the balance is off the books it may not be collectable. Requires further investigation, review & classification.
 - **Projector Use Policy & Procedure discussion:** J. Morton: Review & discussion of Projector use by clubs, groups and organizations.
 - **MOTION:** To approve Projector Use Policy & Procedures. Approved by all.
- **New Business:**
 - **Office/Board Correspondence Procedure:** S. Barbon: Discussion of how to handle correspondence for the board received in the office. A new email address will be created for questions directly to the Board. The blast email will be set up to go to this new email address. The secretary will monitor.
 - **Property owner surrogate communication procedure:** S. Barbon/J. Morton: Clarification & procedures must be established for us to communicate with a property owner's representative vs. the property owner.
 - **MOTION:** To approve Property owner surrogate communication procedure. Approved by all.
 - **Response to allegations of Fair Housing/Nuisance violations??** J. Morton: To be reviewed in executive session.
 - **Use of collection agency – Pre, or in lieu of, small claims?** K. Doerr: Discussion of collections; The types of accounts we review and pursue, liens, small claims, judgements & Coachella Valley Collection Services. We will discuss this further to review our options.
- **Member Comments or Questions:** (Q) = Question; (A) = Answer; (C) = Comment
 - No Member comments.
- **Meeting adjourned at 12:35PM**
 - Executive session to meet in 15 minutes.

(/Signature on File/HOA Office)

February 10, 2021

JIM MORTON, *Secretary*

Date