

**IRONWOOD COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING**

DATE: Monday December 15, 2008
TIME: 1:00 P.M.
PLACE: Valley View Room, Ironwood Country Club, Palm Desert

PRESENT (7):

Larry Sutter, President
Larry Abbott, Vice President
Ron Doll, Secretary
Chuck Henderson, Treasurer
Alison Delf, Director
Mitch Grossman, Director
Janet Davidson Plat, Director

ABSENT (0)

ALSO PRESENT:

Sharron Badham, Fred McLean and Nancy Parkinson, representing Desert Resort Management

CALL TO ORDER

Upon due notice given and received, Larry Sutter verified that a quorum was present and called the meeting to order at 1:00 pm.

OPEN FORUM

No homeowners were in attendance at the meeting.

MINUTES

The minutes of the November 17, 2008 Board of Directors meeting were reviewed and minor corrections were made.

M/S/C *Upon a motion made and seconded, the Board resolved to approve the Minutes of the November 17, 2008 Board of Directors as corrected. Motion carried.*

The minutes of the November 17, 2008 Ironwood Community Council meeting were reviewed and corrected. Approval of these minutes will occur at a subsequent Community Council meeting.

FINANCIAL REPORT

November Financial Statement - Alison Delf reviewed the November Financial Statement with the Board of Directors. In general discussion, DRM was asked to amend its monthly reserve report to tie in to the reserve study as prepared by Robert Tuvell. There was also discussion about moving the reserve funds in Smith Barney to individual CDs. Alison Delf and Sharron Badham will research this.

M/S/C *Upon a motion made and seconded, the Board resolved to approve the financial statement for November 2008, subject to review and audit. Motion carried.*

Bad Debt Allowance – In general discussion, the Board requested that a Bad Debt Allowance in the amount of \$15,000 be added to the financial statement prior to fiscal year end.

M/S/C *Upon a motion made and seconded, the Board resolved to establish a Bad Debt Allowance amount of \$15,000 prior to year end. Motion carried.*

COMMITTEE REPORTS

Architectural Committee – Mitch Grossman reviewed the minutes of the December 11, 2008 Architectural Committee meeting. The committee is developing a garage door replacement program as well as a program to add garage doors to open carports. As with other programs of this nature, each homeowner participating would be required to go through the local association's architectural approval process.

Community Enhancement Committee – Chuck Henderson reported that the original contract with RGA in the amount of \$63,100 included two main phases: master plan design at \$27,000 and working drawings at \$36,100. He explained that we have been billed \$27,000 for the design phase but that work also included a portion of preliminary construction design work. Accordingly, RGA is honoring the original contract price and will complete the portion of the design phase that remains within the original scope (primarily streetscape and entries) and complete the balance of the working drawings part of the contract, all for the original contract price. Henderson recommended commencing the construction drawing phase of the contract now in order to have the survey and underground utility data available as soon as possible in order to plan summer work. The Board did not authorize completion of the design phase at this time. He noted that the surveying is not part of the contract price and will be submitted for approval by RGA as an extra.

M/S/C *On a motion made and seconded, the Board resolved to approve the initiation of the construction drawing phase of the RGA contract. Motion carried.*

Nominating Committee – Sharron Badham reported that the required self-nomination notice was mailed to all owners on December 5, 2008.

Planning Committee – Larry Abbott reported that a Planning Committee meeting is scheduled for January 2009.

Security Committee – Larry Sutter and Janet Plat reviewed the current state of the security gate system and software. The existing gate operators are either old or have been removed to supply parts to the remaining ones. The underground detection loops are failing due to age and the fact that they were not originally installed in conduit. The gate management software is becoming obsolete and is only supported by a one-man company that may not be in business for much longer. Therefore, the Security Committee with input from the Security Director has put together a list of needed upgrades to the system.

The Board reviewed proposals for renovation of the gate arms, operators and loops at all three gates, replacement of the current gate management software with a new system, battery back ups for all three gates, and the purchase of two-way radios that will communicate with the Palm Desert emergency operations center in the event of a major disaster. In general discussion, the proposals were divided into three tiers. Approved for immediate purchase and installation were the gate arm renovation proposal from CS Security & Sound for the upper Portola gate, the purchase of the emergency radio system from Anderson Communications, and the purchase of battery back ups for all three gates. The Board asked that the Security Committee continue its research with regard to gate management software and come back with a more detailed

proposal including the additional modules that would make the system as efficient as possible. The proposals for the Heights and main gate operators and loops were put in abeyance for the time being, with the thought that these improvements could be tied in with later Enhancement Program work on the gates.

M/S/C *Upon a motion made and seconded, the Board approved expenditures for the purchase of two-way radios from Anderson Communications for \$4,402.63, purchase of battery back up systems for all three gates at approximately \$1,900, and renovation of the gate arms, operators and loops at the upper Portola gate for an approximate amount of \$20,000. Motion carried.*

Streets – The Board reviewed the street striping bid from Asphalt MDs and asked that directional arrows and the SLOW stencils be removed from the scope of work.

M/S/C *Upon a motion made and seconded, the Board approved an expense of approximately \$5,600 from the Reserve Fund for the re-striping of ICA streets. Motion carried.*

MANAGEMENT REPORT

The Board reviewed the management action lists and service order report, the security daily activity reports and the manager's annual disclosure memo. Management was requested to include a breakdown of the DRM extras billing in the monthly report.

UNFINISHED BUSINESS

Governing Documents Project – Janet Plat reported that all Board presidents had the pro forma documents mailed and emailed to them and that there were two meetings set up in January 2009 for review and discussion.

Committee Roster Update – Additions and corrections were added to the Committee Roster. All chairs will be asked to update their committee member lists.

NEW BUSINESS

Appointment of Treasurer – Chuck Henderson submitted his resignation from the office of Treasurer. The Board thanked him for his excellent service as Treasurer. Larry Sutter nominated Alison Delf for the position. Motion was seconded and carried.

M/S/C *Upon a motion made and seconded, the Board resolved to accept the resignation of Chuck Henderson as Treasurer and appoint Alison Delf to fill the position. Motion carried.*

Banking – In general discussion about changing the bank used for operating fund deposits from Pacific Western to Sunrise, the Board is not prepared to make a change in operating banks at this time. Treasurer Alison Delf will continue to research this matter, as well as to analyze whether it is worthwhile to continue the relationship with Smith Barney for reserve investments.

Selection of Auditor and Tax Preparer – In discussion of the bids received, the Board agreed to accept the audit and tax return proposal submitted by Krista Scott, CPA.

M/S/C *Upon a motion made and seconded, the Board resolved to accept the proposal from Krista Scott, CPA, for the preparation of the annual review and tax returns. Motion carried.*

Assessment Reimbursement Program – The Board approved the reimbursement of local associations for ICA assessments paid on behalf of owners who had become delinquent in payment of their HOA assessments. The amount from 2007 through November 2008 totaled \$16,071. Future reimbursements to local HOAs will be made on a quarterly basis.

M/S/C *Upon a motion made and seconded, the Board resolved to approve the reimbursement of local associations for ICA assessments paid on behalf of owners who had become more than sixty days delinquent in assessment payments. Motion carried.*

Replacement of Olive Trees – Item removed from agenda.

CORRESPONDENCE

Correspondence was reviewed and accepted to file.

EXECUTIVE SESSION

The Board adjourned to executive session to discuss the legal demand from Ironwood Country Club for a special meeting and vote to reduce its share of ICA votes and assessments.

DATE OF NEXT MEETING

The next Board meeting is scheduled to be held on Tuesday January 27, 2009 at 2:00 pm in the Valley View Room of the clubhouse.

ADJOURNMENT

There being no further business to bring before the Board the meeting was adjourned at 2:40 pm.

Respectfully submitted,

Ron Doll, Secretary
Ironwood Master Maintenance Association
As recorded by Sharron Badham, PCAM, CCAM®
Community Association Manager
Desert Resort Management