



Recap of Meeting June 25, 2009

HOA Members Represented

Aldea – The Vistas	Desert Shadows RV Resort
Candelwood Villas II	La Pasada
Canyon Shores	Montage at Mission Hills
Cathedral Canyon #1	Rio del Sol – Las Casitas
Cathedral Canyon #5	Serenity Cove
Cathedral Canyon #17	Verano/Rio Vista Village

Legal Counsel: Jennifer James, Esq. – Epsten, Grinnell & Howell

Guests Present

Vic Gainer – Chair, Palm Springs HOA Pres. Council & founder of Coachella Valley Presidents Council
Paul Williamson – Member of Palm Springs Pres. Council & Webmaster for Coachella Valley Presidents Council

Welcome: Rita Greenwood, Chair

Community Forum – A WORKSHOP “Responsibilities of HOA Board Members”

The President

Led by: Dave Parees, Serenity Cove

Dave listed the responsibilities/activities he performs as President of his HOA:
NOTE: His HOA is authorized for 3 Board members, they only have two and he has significant problems getting community members to participate

1. Primary community contact & contact with Management Company
2. Interface with Management Company on legal issues
3. Along with Treasurer – scrutinize finances, bills, etc.
 - a. Review and sign checks
 - b. Scrutinize vendor changes, bank charger
 - c. Watch utility charges, especially water (also with person in charge of landscaping)
4. Board meetings, agendas, notices, chair meetings, check minutes for accuracy and completeness (along with Secretary)
5. Watch arrears/delinquencies, legal actions (Small Claims)
6. Violations/hearings, review and help draft letters, be familiar with governing documents
7. Deal with maintenance issues, walk community regularly
8. Interface with City, Graffiti, Vector Control and City projects that impact community
9. Find new Board members (if no Nominating Committee), Committees and Area Representatives



10. Chair Committees if necessary
11. Review governing documents, revise as needed – especially Rules & Regulations and Architectural Guidelines
12. Re-bid items – landscaping, street sweeping, and insurance. Write bid documents.
13. Review bids for all major maintenance, oversee, obtain timely bids for work needed, find alternative bidders
14. Formulate annual budget and provide input to Treasurer
15. Reserve Study – review, discuss, scrutinize
16. Communicate, rapid response, phone, email
17. Help obtain quorum for votes
18. Attend meetings like this
19. Educational seminars
20. [Newsletter]
21. [Landscape walkthroughs, notes, work orders, inspect, follow thru, bids for extra cost]
22. Perform minor maintenance
23. Storage of records of the HOA

Comment from the group:

He does far too much work as President

He is doing the work of the Management Company

As long as tasks are getting done, nobody is going to step up

Dave is up for re-election to the Board this year – he currently does not plan to run

Other inputs:

CAI publication – “The Board Member Tool Kit” (See attached)

Personalized Property Management publication – “Direction for Directors”
(See attached)

The Vice President

Led by: Helen Aldrich, Cathedral Canyon #17

Communications – know as much as possible about what the President does and Knowledge

Support – for President and every Board member

Keep Updated – ready to step in for President at any moment

Share Information – don't hold back what you know on every topic

Set an Example – be positive at meetings, keep on a happy face

Conduct Meetings in Absence of President

The Secretary

Led by: Sonja Marchand, Cathedral Canyon #5

Keeps minutes or causes minutes to be kept – Board meetings, Executive Sessions, Annual Meeting.



- Sends draft minutes to Board for review
- Adopts minutes
- Keep official minutes book at the Management Company office

Give notice of Board meetings, post in common area

Keeps master calendar – calendar published in Newsletter

Keeps roster of all Board, homeowners and vendors present at meetings

Keeps list of current homeowners

Any other duties directed by Board

Signs Checks

Rita Greenwood provided a copy of the Role of Secretary from Aldea – The Vistas

- “Set up annual calendar of meetings
- Set up agenda items for Board approval
- Send out or post agenda
- Record minutes of meetings
- When approved, send out or post Board minutes
- Maintain history book of copies of all minutes
- Update listing of Board members and terms of office
- Keep updated list of new homeowners”

The Treasurer

Led by: Marilyn Sherman, La Pasada

NOTE: Marilyn filled in for John Ellis at the last minute

Reviews financials

Questions things he doesn't understand

Signs checks

Works with the Management Company to develop budget

Other Input: John Ellis, Treasurer - Rancho Village HOA provided the following list of duties for his HOA:

“The Treasurer in our organization is responsible for the following items:

1. Present financial report for approval at each monthly and the annual meeting.
2. Work with the Property Manager to develop Annual Budgets which are presented both in total and on a “per-unit-per-month: basis for each expense category.
3. Review routine expenses with the property manager and sign expense checks which are countersigned by the property management company.
4. Void erroneous checks and return to property manager with supporting documentation and explanation for voiding (e.g. duplicate payment; payment for other managed HOA).
5. Review capital account expenditures with the property manager; sign and obtain counter signature from President.
6. Review and sign federal and state tax returns.
7. Provides suggestions for initiatives to reduce expenses or enhance revenues.



8. Ensures bids received for capital projects are for comparable services or products.
9. Confers with financial advisor to ensure best return on reinvestments of capital funds in CDs. (CDs are limited to maximum 12-month duration).
10. Scheduling of owner reservations for exclusive club house usage, including collection of security fee, inspection after use, and return of security fees.”

DISCUSSION: Coachella Valley HOA Pres. Counsel Website

Vic Gainer stated that when the Palm Springs HOA Pres. Counsel was first formed he wanted to form Chapters to keep membership and meeting attendance to a reasonable size for interaction.

Today there are Chapters in Palm Springs, Cathedral City and starting in October in Palm Desert.

He started on building a website about 2 – 3 weeks ago. The vision for the website is to be an umbrella site with individual Chapters providing their own content.

He introduced Paul Williamson – President of Canyon Estates HOA and the webmaster.

- He is designing and documenting the website to be easily maintainable by anyone familiar with website design and maintenance.
- The out of pocket cost is expected to be approximately \$100 per year - \$15 for the URL and \$80 for the hosting site. He and Vic are covering all costs this year, next year the cost would be distributed among the participating Chapters (approximately \$20 to \$30 per Chapter per year depending on the number of Chapters participating).
- It will not be interactive, but contain only edited content
- Vic Gainer is the “owner” of the website and will make the decisions on what gets posted.
- He has set up the website to receive inputs only from each of the Chapter Presidents these inputs initially would be the list of HOAs represented, meeting agendas and meeting recaps.
- There would be no lists of approved/recommended vendors – Vic found that some of the vendors suggested by the PSPC were unacceptable per his experience with them (so the vendors that do good work for one HOA do not necessarily do good work for all HOAs).
- There will be a link to the Davis-Sterling website
- Individual Chapters may also provide links to their individual HOA websites if desired.
- There will be no names or contact information available in the website. There will only be links available to contact the Chair of each Chapter (but their individual addresses would be protected).



- Chapters are recommended not to include personal information regarding homeowners or members with their inputs.
- The site would also provide “Topics A to Z” in a secure area where registration as a user would be required to see the content (this will provide a list of users).
- The site is currently under development and will be made available as soon as a reasonable amount of content is loaded. Approximately one month.

Discussion: the group discussed the pros and cons of participating in the website.

- Keith Jefferies said he is familiar with website design and maintenance and he had side discussions with Paul during the meeting – he was impressed with the design structure and intended documentation – it should be easy enough for anyone familiar with websites to take over from Paul in the future.
- There was a question of just who is the audience for the website
- There was a concern over the accessibility of individuals on HOA Boards thru the site.
- Jennifer James indicated that we should make sure there is a disclaimer for the information contained on the site and that we should consider getting insurance to cover errors or inadvertent disclosure of personal homeowner information through the site.

Consensus: We will participate for a period of time and then re-evaluate benefits

Handouts

- Paul Williamson provided a mockup of the proposed website pages and menus.
- Copy of Article from June 20, 2009 Desert Sun by Steve Shuey titled “Positive written rules likely easier to live by”.
- Copy of article from June 3, 2009 Desert Sun titled “County announces crackdown on delinquent animal owners.”

Next Meeting

Thursday, July 23, 2009 at the Cathedral City Hall

Tom Tousignant, Recorder