

**MONTAGE AT MISSION HILLS HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
May 13, 2022 | Regular Session Minutes**

Upon notice duly given, a meeting of the Board of Directors of Montage at Mission Hills Homeowners Association was held on Friday, May 13, 2022, at 9:30 a.m. via ZOOM Video conferencing in Cathedral City, CA. A quorum of Board members was present, and business was conducted as is outlined herein.

DIRECTORS PRESENT

Tony Michaelis, President
Norm Giere, Vice President
Thomas Harp, Treasurer
Tom Tousignant, Secretary
Gary Roman, Director

ALSO PRESENT

Shelly Ruegsegger, Senior Community Manager | Personalized Property Management
Nicolas Evans, Co-Community Manager | Personalized Property Management
Approximately 3 Homeowners

CALL TO ORDER

President Tony Michaelis called the meeting to order at 9:32 a.m.

AGENDA ADDITIONS

None.

EXECUTIVE SESSION SUMMARIES – March 18, April 15, and May 13, 2022

The Board discussed legal matters, member discipline, collections, executive minutes, and other.

APPROVAL OF MINUTES

The Board reviewed the minutes of the March 11, 2022, Regular Meeting. After discussion, ***motion to approve the March 11, 2022, Regular Meeting minutes as presented made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***

FINANCIAL REPORTS

Financials for March & April 2022 – After discussion, ***motion to approve the March & April 2022 financial reports as presented by PPM for filing made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***

The full financial reports along with the GL posting reports were emailed to the entire Board prior to the meeting.

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OLD BUSINESS

1. Certification of 2022 Election Results reported by the Inspector of Elections – After discussion, ***motion to approve the certification of the 2022 Election Results reported by the Inspector of Elections made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
2. Approve the Draft 2022 Annual Homeowners Meeting Minutes – After review and discussion, ***motion to approve the draft 2022 Annual Homeowners Meeting minutes as presented made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
3. Consideration of comments received on the proposed 2023 Election Rules sent to homeowners for the required 28-day comment period and consideration for approval – Scott Reese summarized some of the comments received. Mr. Reese noted that he would like to see the proxy rules removed, however, Ms. Ruegsegger notes that the removal of this may not have an effect of the overall document. Mr. Tousignant recommended to add the Bylaw changes to the 2023 ballot to formally remove proxies from the voting rules. After discussion, ***motion to add the removal of voting by proxy from the election rules and resend for a 28-day comment period to homeowners made by Mr. Michaelis, seconded by Mr. Giere, motion carried.***

NEW BUSINESS

1. Approval of updated PPM contract effective June 1, 2022 – After discussion, ***motion to approve the updated PPM contract as presented, effective June 1, 2022, made by Mr. Tousignant, seconded by Mr. Roman, motion carried.***
2. Discussion on procedures for handling of problems affecting function of the gate(s) – After discussion, ***motion to create an ad-hoc committee to include Mr. Roman & Mr. Harp to form procedures for addressing gate malfunctions made by Mr. Michaelis, seconded by Mr. Roman, motion carried.*** Additionally, ***motion to auto lock malfunctioned gates, cone the entrance/exit, and email the membership of the shutdown made by Mr. Michaelis, second by Mr. Giere, opposed by Mr. Tousignant, motion carried.***
3. Discussion on procedures for approval of priority contractor contracts prior to the next Board meeting – Scott Reese proposed the Board adopt a purchasing policy to apply to management and individual Board members. Currently, specific Board members can approve work up to a specified dollar amount limit. This approval is then ratified at the next meeting. No action currently.
4. Discuss Brown Lawsuit status – Mr. Tousignant summarized the proceedings of the May 13, 2022, meeting with the HOA attorney noting that the mediator adjourned the meeting to be reconvened since no progress was being made. The next court date is scheduled for June 9, 2022.
5. Approve installation of electrical outlets within the gate kiosks to power the cellular gate communications devices by Corona Lighting and Electric for \$1,740.00 – After discussion, ***motion to approve the estimate from Corona Lighting and Electric, NTE \$1,740.00 (less the \$180.00 line item for a service call to discover power was disconnect) made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
6. Discussion on updated plans for street crack filling and edge repairs – Mr. Giere noted that they met with Mr. Nickerson to discuss the work. No action, this will be postponed until 2023.

7. Discussion on Montage HOA data storage for archival purposes – Scott Reese suggested that there needs to be one central location for all HOA documents and materials, ensuring a more secure way of storing information as members of the Board come and go. After discussion, ***motion to appoint the Website Committee to develop a record storage policy, with Scott Reese as the Committee Chair, made by Mr. Michaelis, second by Mr. Giere, motion carried.***
8. Appoint Norm Giere as liaison to the Welcome and Social Committee – A suggestion was made to replace Mr. Roman with Mr. Giere as the Board’s Welcome and Social Committee liaison due to his background in graphic design. A motion was made and not seconded for approval; motion died.
9. Discussion on need to provide homeowners additional notice of CVWD rule on not watering during daylight hours – After discussion, ***motion to email a reminder notice to the membership with this information made by Mr. Giere, seconded by Mr. Michaelis, opposed by Mr. Tousignant, motion carried.***
10. Discussion on moving the November 11th Board meeting to November 18th – Mr. Michaelis and Mr. Giere noted that they would not be able to attend either of the proposed dates. After discussion, ***motion to reschedule the November 11, 2022, Board meeting to October 28, 2022, made by Mr. Michaelis, seconded Mr. Tousignant, motion carried.***
11. Gate damage to Corona Lighting & Electric’s vehicle – Joe Corona submitted a request for cost repairs to his personal vehicle due to the gate hitting his car. After deliberation and review of the circumstances, the Board voted not to issue reimbursement for repairs as the community gate signage clearly states that the HOA is not liable for any damage to vehicles.

COMMITTEE REPORTS

- 1) Architectural Review Committee Reports – Norm Giere – Meeting Minutes of April 1, 2022, distributed April 4, 2022; Minutes of the May 6, 2022, distributed May 9, 2022. Mr. Giere reported on the most recent AIR’s that have been reviewed, as well as gave updates the palm tree trimming timeline.
- 2) Detention Basin Committee Report – Scott Reese – Mr. Reese noted that his report was given at the Annual Meeting.
- 3) Rio del Sol development – Scott Reese – Mr. Reese reported that he continues to receive monthly updates from the developer.
- 4) Election Committee Report – Scott Reese – Mr. Reese reported on this previously.
- 5) Emergency Preparedness Committee Report – Chuck Middleton – Mr. Middleton reported that the committee is nearing the completion of new protocols to implement.
- 6) Gate Camera Committee Report – Tony Michaelis – None currently.
- 7) Website Committee Report – Scott Reese – Mr. Reese noted that this report was made available at the Annual Meeting.
- 8) Welcome Committee Report – Frank San Juan – Mr. San Juan reported that the Committee is in the process of updating all the welcome packets.

HOMEOWNERS FORUM

The following items were discussed during the second homeowner’s forum: comments on the Board’s purchasing policy for the HOA.

OTHER BUSINESS

- 1) Management Reports – None.
- 2) Correspondence – None.

NEXT MEETING

Regular – July 8, 2022 - 9:30 am via ZOOM

ADJOURNMENT

With no further business to be brought before the Board at this time, the meeting was adjourned at 11:35 a.m. on a motion duly made and seconded.

Respectfully submitted,
Nicolas Evans, CCAM
Co-Community Manager – PPM

APPROVED:

Tom Tousignant

Tom Tousignant, Secretary

7.8.22

Date