

**MONTAGE AT MISSION HILLS HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
July 8, 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, July 8, 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
Tom Tousignant, Secretary
Thomas Harp, Treasurer
Gary Roman, Director

ALSO PRESENT

Shelly Ruegsegger, Senior Community Manager | Personalized Property Management
Nicolas Evans, Co-Community Manager | Personalized Property Management
Approximately 5 Homeowners

CALL TO ORDER

President Tony Michaelis called the meeting to order at 9:30 a.m.

AGENDA ADDITIONS

Item 8 under New Business: Drywell Pumping.
Item 9 under New Business: Emergency Preparedness Action Plan.

EXECUTIVE SESSION SUMMARIES – June 1, 2022 & July 8, 2022

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

APPROVAL OF MINUTES

The Board reviewed the minutes of the May 13, 2022, Regular Meeting. After discussion, ***motion to approve the May 13, 2022, Regular Meeting minutes as corrected made by Mr. Tousignant, seconded by Mr. Michaelis, motion carried.***

FINANCIAL REPORTS

Financials for May 2022 – After discussion, ***motion to approve the May 2022 financial reports as presented by PPM for filing made by Mr. Tousignant, seconded by Mr. Harp, 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. Review comments received on the proposed second update to 2022 Election Rules from homeowners during the required 28-day comment period and consideration for approval – Mr. Michaelis acknowledged the report provided by Scott Reese and the comments were taken under advisement. After discussion, ***motion to accept the 2022 Election Rules comments report as presented made by Mr. Tousignant, seconded by Mr. Michaelis, motion carried.***
2. Approval to amend the SCT Reserve *Level I Reserve Study* price previously approved on March 11, 2022, from \$1,400 to \$1,500 – After discussion, ***motion to approve the amended price of \$1,500.00 for a Level I Reserve Study by SCT Reserve Consultants made by Mr. Tousignant, seconded by Mr. Roman, motion carried.***

NEW BUSINESS

1. Install Retro-Reflective Photo Eyes at Gerald Ford and Da Vall entrance gates by Mercer's Low Voltage—NTE \$2480 – After discussion, ***motion to accept the estimate from Mercer's Low Voltage to add retro-reflective photo eye at the Da Vall exit gate only, NTE \$596.11 made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
2. Purchasing Policy Project Report update - Scott Reese – Mr. Reese reported on the draft policy he formulated due to a situation in where vendor work commenced without approval and outside of the original scope of work. Mr. Reese noted that he would like to see policies in place so that any future Boards follow the same procedures for efficiency purposes. After discussion, ***motion to host a study session meeting with the Board and PPM management to further review this policy, prior to bringing it before a vote at the September 2022 regular meeting made by Mr. Michaelis, seconded by Mr. Harp, motion carried.***
3. Filing System and Records Management Project Report update – Scott Reese – Mr. Reese commented on his report submitted to the Board regarding an Association master filing system and records retention and destruction process. This version has further evolved since the may presentation. He would like to have the Board accept and implement the best practices to provide improved organization, access, management, safety, and security for Association electronic and hardcopy files. This item will be included in a discussion at the forthcoming Board study session.
4. Database Management Report update - Scott Reese – Mr. Reese summarized his report to the Board regarding the need for Association policy and best practices related to the possible expanded use of Association owned data kept within the PPM community management software system by creating Association managed independent relational databases This discussion will be scheduled forward beyond October 16 at which time it is hoped PPM has completed the matriculation of Association data to the new community management software currently in transition. This item will be included in a discussion at the forthcoming Board study session.
5. Discussion on Board liaison to the Welcome and Social Committee – ***Motion to appoint Mr. Giere as the Board Liaison, replacing Mr. Roman, to the Welcome and Social Committee made by Mr. Michaelis, seconded by Mr. Harp, objected by Mr. Roman, motion carried.***

6. Discussion on addressing homeowner concern regarding mosquito mitigation within Montage – Norm Giere – Mr. Giere reported on the initial cause of this issue, noting sprinkler overspray, and sitting water resulting in CV Vector Control responding to treat the mosquitoes. After discussion, **motion to request the AIR Committee to further investigate the suggestions made in order to limit sprinkler overspray from homeowner lawns made by Mr. Michaelis, seconded by Mr. Tousignant, motion carried.**
7. Gate transponder project update-Thomas Harp – Mr. Harp reported that he and Mr. Roman have discussed the need to upgrade the gate systems for both gates. The current gates systems have been semi-pieced together. Mr. Harp would like to see this project built into the 2023 budget. After discussion, **motion to create a Gate Committee to report back to the Board on this future project, as well as appoint Mr. Harp & Mr. Roman to the Committee and eliminate the Gate Camera Committee, made by Mr. Michaelis, second by Mr. Roman, motion carried.**
8. Drywell Pumping – Mr. Michaelis noted that the need to pump the drywell resulted from the recent mosquito and sitting water issue. A proposal from Hammer Pumping was received and reviewed by the Board. After discussion, **motion to accept the Hammer Pumping proposal to clean out the drywell, NTE \$2,670.00, made by Mr. Tousignant, seconded by Mr. Giere, motion carried.**
9. Emergency Preparedness Plans – Chuck Middleton – Mr. Middleton gave his report, outlining the most recent plan he has submitted to the Board regarding what is to happen in the event of a catastrophic emergency. After discussion, **motion to approve the Emergency Preparedness plan as presented by the Committee made by Mr. Michaelis, seconded by Mr. Harp, motion carried.**

COMMITTEE REPORTS

1. Architectural Review Committee Reports – Norm Giere – Meeting Minutes of June 3, 2022, distributed June 7, 2022; Minutes of July 1, 2022, distributed July 3, 2022. Mr. Giere also reported on the most recent property inspection report performed by the Committee.
2. Detention Basin Committee Report – Scott Reese – Nothing to report at this time.
3. Rio del Sol development – Scott Reese – Mr. Reese noted that the main concern has been dust control.
4. Election Committee Report – Scott Reese – No report.
5. Emergency Preparedness Committee Report – Chuck Middleton – Discussed under New Business.
6. Gate Camera Committee Report – Tony Michaelis – Committee eliminated by item 7 above.
7. Website Committee Report – Scott Reese – Nothing to report at this time.
8. Welcome Committee Report – Frank San Juan – Mr. San Juan gave a report on the newest owners in the community. Additionally, the welcome package is being updated to reflect the recent changes the board has implemented.

HOMEOWNERS FORUM #2

The following items were discussed during the second homeowner's forum:

OTHER BUSINESS

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

NEXT MEETING

Regular – September 9, 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 11:01 a.m. on a motion duly made and seconded.

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

APPROVED:

Tom Tousignant

Tom Tousignant, Secretary

9.9.22

Date