

**MONTAGE AT MISSION HILLS HOMEOWNER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
September 9, 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, September 9, 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
Approximately 2 Homeowners

CALL TO ORDER

President Tony Michaelis called the meeting to order at 9:38 a.m.

AGENDA ADDITIONS

None

EXECUTIVE SESSION SUMMARY – September 9, 2022

Ms. Ruegsegger advised about the items discussed in executive session to include legal, collections, minutes approval, a request to waive fines and contracts.

APPROVAL OF MINUTES

The Board reviewed the minutes of the July 8, 2022, Regular Meeting. After discussion, ***motion to approve the July 8, 2022, Regular Meeting minutes as presented made by Mr. Tousignant, seconded by Mr. Giere, motion failed. Motion made by Mr. Tousignant to amend the New Business items 3 Filing System & Records Management Project update & 4 Database Management Report update per Mr. Reese's recommendation, seconded by Mr. Roman, motion carried.***

FINANCIAL REPORTS

Financials for July 2022 – After discussion, ***motion to approve the June and July 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. Procurement Guidelines Discussion – Mr. Michaelis stated that there was a study session, the guidelines were reviewed, opposed, then reviewed again. In the current packet is a revision updated by Mr. Tousignant and Mr. Michaelis. The Board appreciates what Mr. Reese has put together. After discussion, ***motion to approve the Procurement Guidelines as a reference document for the HOA, made by Mr. Michaelis, seconded by Mr. Giere, motion carried. Motion to amend the above made by Mr. Michaelis to change the document per Mr. Tousignant's request as follows 1) 1.6 – B, C & D, remove the term “per fiscal year” and add “for urgent issues or emergencies”, seconded by Mr. Roman, motion carried.***
2. Filing system and records management project report update – Scott Reese – There is a continuing effort to develop this project, but he is requesting the Board approve the project as it sits today. After discussion, ***motion to receive and file this report made by Mr. Tousignant, seconded by Mr. Giere with him requesting an amendment to approve the project, Mr. Tousignant did not accept the amendment to the motion, Mr. Giere removed his second of the motion, seconded by Mr. Roman, motion carried, with Mr. Giere abstaining.***
3. Database Management Report update – Scott Reese – No action currently.

NEW BUSINESS

1. Appoint the Board as the Finance Committee to develop the proposed 2023 Budget and 2023 Reserve Study update for presentation to the Board at the October 28th Board meeting - ***motion to approve made by Mr. Michaelis, seconded by Mr. Roman, motion carried.***
2. Approval of 2022-2023 Insurance contract renewal with Cline Insurance Company (handout) - ***motion to approve the contract as presented made by Mr. Tousignant, seconded by Mr. Harp, motion carried.***
3. Consideration of Holiday Lighting contract with Wally's Holiday Lighting for our 2022 holiday lighting for \$2730 - ***motion to approve the proposal as presented made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
4. “Swimply” pool short term rentals – Reviewed an article in the packet, no action currently, keep on radar.
5. CV Mosquito Alert – Reviewed an article in the packet, no action currently, keep on radar.
6. Approve scheduling the 2023 Annual Homeowner Meeting for March 18, 2023, via ZOOM - ***motion to approve the proposed date as presented made by Mr. Tousignant, seconded by Mr. Giere, motion carried.***
7. Inspector of Elections requested actions.
 - a. Accept, review, and discuss the report.
 - b. Consider approval of a motion to appoint an Inspector of Elections for the 2023 Board Elections. Scott Reese will only continue until January 2023.
 - c. Consider approval of a motion to establish March 18, 2023, at 10:00 a.m. at 69701 Van Gogh Road, Cathedral City, as the date, time, and place for the counting of ballots for the 2023 Election.
 - d. Consider approval of a motion to approve the 2023 Election Calendar as presented.

- e. Consider approval of a motion to approve the 2022 Board Application Form as presented.
- f. Consider approval of a motion authorizing the Inspector of Election of the Board of Directors to proceed with the next steps as outlined in this report.

Mr. Giere recommended a couple of changes to the Board Nomination Application, the board agreed, and Mr. Giere will work with Mr. Reese on the changes before the application goes out to the members. After discussion, ***motion to approve A-F above of the IoE actions to include the changes to the application and the appointment of Mr. Reese as the IoE until January 2023 made by Mr. Tousignant, seconded by Mr. Harp, motion carried.***

COMMITTEE REPORTS

1. Architectural Review Committee Reports – Norm Giere – Meeting Minutes of July 1, August 5, and September 2, 2022, distributed prior to this meeting. Mr. Giere advised there was no walk last month with Conserve as Brent could not be present. Mr. Giere did the inspection anyway and sent his notes to Brent. Lighting inspection will be done in October with a night walk also.
2. Detention Basin Committee Report – Scott Reese – None
3. Rio del Sol development – Scott Reese – He stated his report in the packet, if any questions, ask him.
4. Election Committee Report – Scott Reese – None, in packet
5. Emergency Preparedness Committee Report – Chuck Middleton – None
6. Gate Camera Committee Report – Tony Michaelis – Access - Mr. Harp and Mr. Roman have been talking about different access options along with the proposals and backup supplied by PPM from past years. Mr. Harp talked to Pat Ross at Big Sky Gate Keepers to re-do the entire system, he will hold his price until the end of the year. He gave input on how a transition would work. There is more research to be done and Mr. Harp will do it and come back to the board with a recommendation at another time.
7. Website Committee Report – Scott Reese – Report was emailed to the board. Key items are security and losing data. Website has been hacked in the past so security was updated. No action currently.
8. Welcome Committee Report – Frank San Juan – It's been quiet except for a couple of small modifications.

HOMEOWNERS FORUM #2

The following items were discussed during the second homeowner's forum: Mr. Reese advised the board that he hopes they didn't miss that fact that two proposals were not being handles properly. Procurement guidelines would correct this. Mr. Harp advised the gate items were not proposals but rather information gathering.

OTHER BUSINESS

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

NEXT MEETING

Regular – October 28, 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 10:51 a.m. on a motion duly made and seconded.

Respectfully submitted,
Shelly Ruegsegger
Senior Community Manager - PPM

APPROVED:

Tom Tousignant

Tom Tousignant, Secretary

10.28.22

Date