

Trilogy at La Quinta Community Service Corporation
Meeting of the Board of Directors
March 15, 2017
Minutes

Notice

The Notice and Agenda of the meeting of the Board of Directors of the Trilogy at La Quinta Community Service Corporation for March 15, 2017 was posted on March 9, 2017 at the Trilogy at La Quinta Maintenance Association, Santa Rosa Club in La Quinta, California. A copy of the posted Noticed and Agenda is attached to these Minutes.

Board Members Present and the Establishment of A Quorum

All of the Directors were present at the meeting and a quorum was therefore established,
Bill Kinnish, President
Dale Tyerman, Vice President
Bill Collins, Chief Financial Officer
Richard Besone, Secretary
Tom Sweet, Director

Others Present

Eric Angle, General Manager, First Service Residential
Nicky Moya, Executive Assistant, First Service Residential

Call to Order

A. President Bill Kinnish called the meeting to order at 1:00 p.m.

B. The Pledge of Allegiance

C. Establishing that Notice has been given and that there is a Quorum for the Meeting: Richard Besone, Secretary, prepared and signed the Notice of Meeting which was served by Eric Angel on March 9, 2017, and posted as stated in the accompanying Proof of Service. That Notice, including the Agenda, and the Proof of Service of the Notice and Agenda are attached to these Minutes for filing in the Minute Book. The Minutes should be also posted on the mytlq.com web site.

D. Open Forum for Members of the La Quinta Community: In accordance with the policy of the Board and the California Common Interest Development Open Meeting Act, the audience was invited to participate in the Open Forum. There were no speakers.

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E. A Brief Presentation by Individual Board Members on their Own Activities as Permitted by Civil Code Section 4930(b)(2) *supra*: Richard Besone reported that he was contacted by Aaron Acevess regarding the community patrol vehicle. Dale Tyerman reported that Vector Control will be speaking onsite on April 6 regarding flies and mosquitos.

F. Review, Correction and Approval of the Minutes of the Board from the prior meeting of February 16, 2017: The Minutes from the prior meeting of February 16, 2017, were circulated to the Board Members and posted on the web site mytlq.com as Draft Minutes. President Bill Kinnish asked for any corrections to the draft minutes. Hearing none, the minutes for the February 16, 2017 Board Meeting are approved as presented. Such Minutes are to be filed in the Minute Book.

G. Review, Discussion and Possible Acceptance of the TLQS Financial reports for January, 2017, subject to audit. Summary report, by CFO Bill Collins: Discussion took place regarding two payments shown on the financials for TLQMA and Chamber of Commerce. Eric Angle reported that the check of \$750 to TLQMA is the monthly reimbursement for the use of staff and the Chamber of Commerce payment was approved prior year as a grant to the La Quinta Chamber but they have no merged. A motion was received from Bill Collins, seconded by Richard Besone, to accept the unaudited financials for January, 2017, subject to audit but reject the payments of \$750 to TLQMA and payments to FSR for reimbursement. Tom Sweet and Bill Kinnish opposed. The motion passes 3-2.

H. Announcement that the TLQS Health and Wellness Fair will be held on March 25, 2017: Richard Besone reported that he received a flyer announcing the Health Fair but that TLQS was not named as one of the sponsors.

I. The President of TLQS has received a letter from Gary Turner, President of TLQMA, on behalf of the Board of TLQMA, to revise the Mutual Benefit Agreement between TLQMA and TLQS; discussion and review of that proposal: Bill Kinnish reported that he had a chance to meet with Gary Turner, and then with Eric Angle, and Richard Besone regarding the letter. Discussion took place regarding the content of the letter. The Board tabled this item for further discussion in an executive session.

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Minutes

J. Grant Requests – A \$5,000 grant request from Young Life Desert Cities will be considered: Gary Brooks, volunteer for Young Life, and Gaby Mendoza, one of the leaders at CVHS from Young Life, presented a brief summary of what the programs brings to the valley and how it is changing lives. A motion was received from Bill Kinnish, seconded by Tom Sweet, to approve the grant request in the amount of \$5,000 but make sure it is only directed to the Coachella Valley High School students. Dale Tyerman abstained. The motion passes 4-0.

K. Grant Request – For \$6,000 from the Girlfriend Factor will be considered: Katie Sween, a volunteer from the Girlfriend Factor, presented to the Board a brief summary of what the program is about. The Board asked her if she can provide a list of all the Trilogy members that volunteer at the program, and a report about how others can volunteer, possible ways TLQs could assist in raising funds rather than a direct grant. A motion was received from Richard Besone, seconded by Bill Collins, to table this item to gather more information and continue it to the next Board meeting. Tom Sweet opposed. The motion passes 4-1.

L. Grants – Trilogy member and former TLQS Board member Robert Garrott had prepared a list of charitable grants that TLQS had made. And while Mr. Garrott was on the Board, he updated the list, which was posted on the TLQS mytlq.com web page. We will discuss which Board will have access to the mytlq.com website to add various information including this information: This item has been tabled for further review.

M. Continued from the past meeting – General Manager Eric Angle will request funds for an activity titled Celebrate Life at Trilogy to be held March 31 – April 2, open to the general public. See the proposal. Also should TLQS sponsor the event in next year’s budget, and should TLQS appoint an Advisory Committee to work on this Activity and other activities for next year? A motion was received from Tom Sweet, to accept the grant request as presented, motion died for lack of second. A second motion was received from Bill Collins, seconded by Richard Besone, to accept the grant request in the amount of \$5,000 and invite the community patrol and make sure the name of TLQS is on a tent, where Board members could be present, and Mr. Angle would provide a report of the event for next year. flyers for advertisement. Dale Tyerman and Tom Sweet opposed. The motion passes 3-2, with Tyerman and Sweet voting no.

Trilogy at La Quinta Community Service Corporation
Meeting of the Board of Directors
March 15, 2017
Minutes

N. Should the Board approve a resolution to authorize Management to continue to use the US Bank operating account information so that an appropriate resolution in accordance with Bylaw 7.1 can be prepared. Management to provide an updated form for review: This item has been tabled for further review.

O. Internal Financial Controls – Discussion of the internal financial controls relating to the US Bank Account managed by First Service. Should the Board adopt a rule that the Chief Financial Officer review the list of payments to be made for authorization before FSR makes those payments? This item has been tabled to for further review.

P. Report in the maintenance of the Median of 60th; discussion regarding that median maintenance and the budget: This item has been tabled for further review.

Q. Budget – The Board will review the proposed budget, and the previous year’s charitable grants, and by resolution adopt a budget to guide TLQS through the April 1, 2017 – March 31, 2018 fiscal year: Discussion took place. A motion was received from Dale Tyerman, seconded by Tom Sweet, to approve the budget and to specify what program an approved grant will be paid out from. The motion passes 5-0.

R. TLQS Bylaws refer to two types of committees – Board Committee and Advisory Committees. What should be the guidelines for these committees? Discussion, and review of some forms stating guidelines for committees. Who will prepare those guidelines? Discussion took place regarding the policies already adopted by TLQMA. Dale Tyerman volunteered to take responsibility for this item, he will provide more information at the next scheduled meeting.

S. Report by the TLQS Environmental Advisory Committee appointed under Section 3.2.2 of the Bylaws; announcement of Vector Control Presentation on April 6, 2017 at in the Desert Vista ballroom; suggestions of who should be committee members, and suggestions regarding reports to be submitted to the Board: Dale Tyerman reported that Vector control will be making a presentation on April 6 on flies.

T. Announcement that the next regularly scheduled meeting (should be April 19, 2017, the Third Wednesday of the Month): April 19 at 1 p.m. with an executive session.

Trilogy at La Quinta Community Service Corporation
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March 15, 2017
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Adjourn

There being no further business to discuss, a motion to adjourn was received from Bill Kinnish, seconded by Tom Sweet, and the meeting was adjourned at 3:07 p.m.

Attest

Respectfully Submitted by

A handwritten signature in black ink, appearing to be "Eric Angle", written over a horizontal line.

Eric Angle, General Manager

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly appointed and acting Secretary of the Trilogy at La Quinta Community Services Corporation, and do hereby certify that the foregoing is a true and correct copy of the minutes of the regular session meeting of the Board of Directors held on March 15, 2017.

Dated: 4/20/2017

A handwritten signature in black ink, appearing to be "Richard Besone", written over a horizontal line.

Richard Besone, Secretary

***Notes on the Meeting of the Board of Directors of
Trilogy at La Quinta Community Services***

A California Nonprofit Public Benefit Corporation

Date: March 15, 2017 Time: 1:00 PM

Location: The Desert Vista Ballroom at the Santa Rosa Club.

PLEASE TAKE NOTICE that a regularly scheduled Meeting of the Board of Directors of Trilogy at La Quinta Community Service Corporation will be held on March 15, 2017, commencing at 1 PM at the Desert Vista Ballroom of the Santa Rosa Club, 60-750 Trilogy Parkway, La Quinta, California.

The following business will be considered and acted on:

- A. Call to Order.
- B. The Pledge of Allegiance.
- C. Establishing that Notice has been given and that there is a Quorum for the Meeting.
- D. **Open Forum for Members of the La Quinta Community** - The board shall permit any member to speak at any meeting of the board. A reasonable time limit for all members of the association to speak to the board or before a meeting shall be established by the board (3 minutes). At the Open Forum, a member may speak as to any matter whether or not on the Agenda; the member may also speak to any particular agenda item listed below. When the Agenda items is called, a member may speak to the agenda item until the Agenda item is called for deliberation by the Board; at that time discussion is by the Board Members only, although a Board Member may call on someone in the audience to address a particular point. The Board follows Roberts Rules of Order.

The California Common Interest Open meeting Act at Civil Code Section 4930 states: (a) Except as described in subdivisions (b) to (e), inclusive, the board may not discuss or take action on any item at a nonemergency meeting unless the item was placed on the agenda included in the notice that was distributed pursuant to subdivision (a) of Section 4920. This subdivision does not prohibit a member or resident who is not a director from speaking on issues not on the agenda.

(b) Notwithstanding subdivision (a), a director, a managing agent or other agent of the board, or a member of the staff of the board, may do any of the following:

(1) Briefly respond to statements made or questions posed by a person speaking at a meeting as described in subdivision (b) of Section 4925.

(2) Ask a question for clarification, make a brief announcement, or make a brief report on the person's own activities, whether in response to questions posed by a member or based upon the person's own initiative.

(The First Amendment to the TLQS Bylaws (located on the website under "Organizational Documents") at ¶3,6,6 state that the Meetings of the Board are open to the Master Association membership, and shall comply with the Common Interest Development Open Meeting Act, now Civil Code Section 4900 et seq.)

- E. **A Brief Presentation by Individual Board Members on their Own Activities as Permitted by Civil Code Section 4930(b)(2) *supra*.**

William Kinnish

Dale Tyerman

Richard Besone

Bill Collins

Tom Sweet

General Manager Eric Angle

Particular Agenda Items follow -

Civil Code Section 4930(e) states "(e) Before discussing any item pursuant to subdivision (d), the board shall openly identify the item to the members in attendance at the meeting."

- F. Review, Correction and Approval of the Minutes of the Board from the prior meeting of February 16, 2017.
- G. Review Discussion and Possible Acceptance of the TLQS Financial Reports for January, 2017, subject to Audit. Summary Report, by CFO Bill Collins.
- H. Announcement that the TLQS Health and Wellness Fair will be held on March 25, 2017.
- I. The President of TLQS has received a letter from Gary Turner, President of TLQMA, on behalf of the Board of TLQMA, to revise the Mutual Benefit Agreement between TLQMA and TLQS; discussion and review of that proposal.
- J. Grant Requests – A \$5,000 grant request from Young Life Desert Cities will be considered.
- K. Grant Request - For \$6,000 from the Girl Friend Factor will be considered.
- L. Grants – Trilogy member and former TLQS Board member Robert Garrott had prepared a list of charitable grants that TLQS had made, and while Mr. Garrott was on the Board, he updated the list, which was posted on the TLQS mytlq.net web page. We will discuss which Board Member will have access to the mytlq.com website to add various information including this information.
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- O. Internal Financial Controls – Discussion of the internal financial controls relating to the US Bank Account managed by First Service. Should the Board adopt a rule that the Chief Financial Officer review the list of payments to be made for authorization before FSR makes those payments?
- P. Report on the maintenance of the Median on 60th; discussion regarding that median maintenance and the budget.

- Q. Budget – The Board will review the proposed budget, and the previous year’s charitable grants, and by resolution adopt a budget to guide TLQS through the April 1, 2017 - March 31, 2018 fiscal year.
- R. TLQS Bylaws refer to two types of committees – Board Committees and Advisory Committees. What should be the guidelines for these committees? Discussion, and review of some forms stating guidelines for committees. Who will prepare those guidelines?
- S. Report by the TLQS Environmental Advisory Committee appointed under Section 3.2.2 of the Bylaws; announcement of Vector Control Presentation on April 6, 2017 at in the Desert Vista ballroom; suggestions of who should be committee members, and suggestions regarding reports to be submitted to the Board.
- T. Announcement that the next regularly scheduled meeting (should be April 19, the Third Wednesday of the Month).
- U. Adjournment.

Board of Directors
TRILOGY AT LA QUINTA COMMUNITY
SERVICES

Dated: March 9, 2017

By: 
Richard Besone, Secretary

I direct Eric Angle, TLQS, Managing Agent or his designated agent, to serve the Notice of this meeting with Agenda at least four days before the meeting, and to record the date and method of service, on the form attached, and to place this Notice with agenda, and the Proof of Service of it, in the Minute Book of the Corporation.