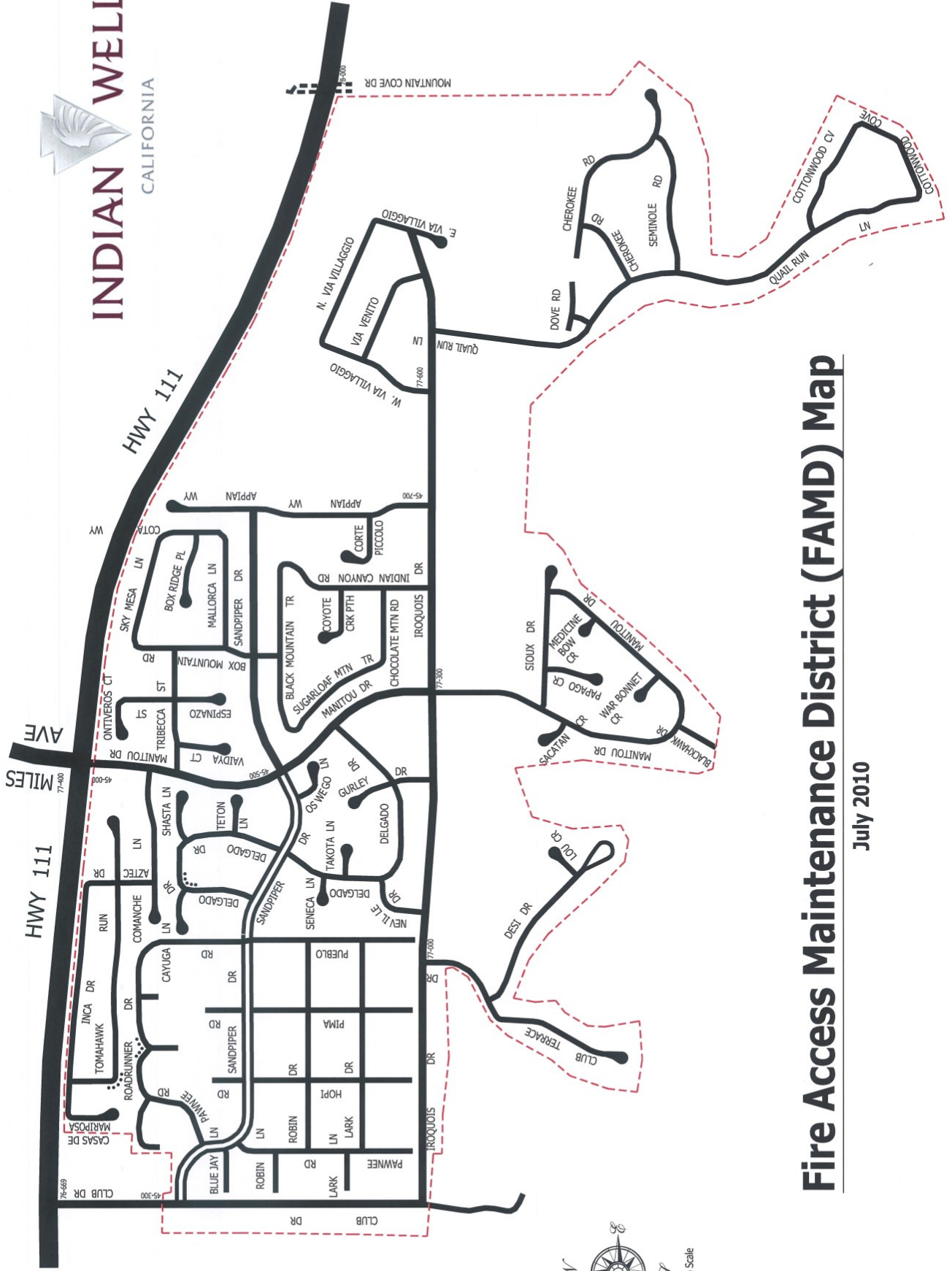




**INDIAN WELLS COUNTRY CLUB
COMMUNITY
FIRE ACCESS MAINTENANCE
DISTRICT (FAMD) NO. 1**

**BOARD OF DIRECTORS MEETING
Agenda for
October 12, 2023
10:00 A.M.**

This Meeting will be held In-Person at
The City of Indian Wells
City Council Chambers
44950 El Dorado Drive
Indian Wells, CA



Fire Access Maintenance District (FAMD) Map

July 2010



FAMD #1
Fire Access Maintenance District
An Agency of the City of Indian Wells
Indian Wells Country Club Community

BOARD OF DIRECTORS 2022-2023

Director	Term Ends
Name: Kurt Yeager (Chairperson) Phone: (949) 632-6157 Email: ekurty01@gmail.com	February 28, 2025
Name: Margaret "Marge" Barry (Vice Chair) Phone: (760) 772-0404 or (760) 219-3100 cell Email: iwmarge@gmail.com	February 28, 2026
Name: Charlie Jones (Secretary) Phone: (760) 200-0491 Email: COJ1939@gmail.com	February 28, 2025
Name: Tony Trocino (Director) Phone: (760) 610-1751 Email: trotony7@dc.rr.com	February 28, 2026
Name: Open Seat Phone: Email:	February 28, 2025
Name: Dennis Coker (IWCC Rep) Phone: (760) 345-2561 Email: Dennis.Coker@clubcorp.com	Appointed (No Term)



FIRE ACCESS MAINTENANCE DISTRICT NO. 1 INDIAN WELLS COUNTRY CLUB COMMUNITY

Board of Directors Meeting Agenda

October 12, 2023, at 10:00 A.M.

**Board will Meet in the City Council Chamber of the
City of Indian Wells at 44950 El Dorado Indian Wells CA**

1. CALL TO ORDER OF THE FAMD, ROLL CALL

Chairman - Kurt Yeager
Vice Chairman – Margaret “Marge” Barry
Secretary – Charlie Jones
Director - Tony Trocino
Director – Open
IWCC Representative – Dennis Coker

2. PLEDGE OF ALLEGIANCE

3. APPROVAL of the FINAL AGENDA

October 12, 2023

Page(s) 4-5

4. PUBLIC COMMENTS

All persons wishing to address the FAMD Board should fill out a Blue Public Comment Request form in advance and hand it to the FAMD District Manager. At the appropriate time, please come forward to the podium and state your name for the record. Speakers are limited to three minutes. Parties are encouraged to submit their comments in writing with any attachments or exhibits they wish for the FAMD Board to review, preferably 24 hours prior to the meeting. Speakers can then use their three-minutes to summarize the key points of their comments. Please note that you may address the FAMD Board on an agenda item at the time it is discussed, but only after being recognized by the Chairman. Under the Brown Act, the FAMD Board should not take action on or discuss matters raised during the public comment portion of the agenda which are not listed on the agenda. FAMD Board Members may refer such matters to staff for information or to be placed on a subsequent agenda for consideration. Notwithstanding the foregoing, FAMD Board Members and staff may briefly respond to statements made or questions posed during public comment, if such responses do not constitute any deliberation.

5. CONSENT CALENDAR

All matters listed on the Consent Calendar are routine and will be enacted by one vote. There will be no separate discussion of these items unless members of the FAMD Board or audience request that specific items be removed from the Consent Calendar for separate discussion and action. Financial matters will be indicated as budgeted or non-budgeted below.

- a. Minutes; September 14, 2023
- b. Financials; September 2023

Page(s) 6-8

Page(s) 9

6. SECURITY REPORT

- a. September 2023 Security Report

Page(s) 10-13



7. OLD BUSINESS

- a. FAMD Storm Water & Debris Basin – Performance Report
- b. Priority 3 Road Rehabilitation Project

Page(s) 14
Page(s) Verbal

8. NEW BUSINESS

- a. Pat Caplin (Sandpiper #3) Request for Reimbursement on Electric for Quail Run Bridge Lighting
- b. Website Renewal and Hosting Fees
- c. Appointment to Empty Board Position

Page(s) 15
Page(s) 16-20
Page(s) 21-23

9. FAMD DISTRICT MANAGERS REPORT

- a. Manager Certification Disclosure

Page(s) 24-26

10. BOARD MEMBERS COMMENTS

11. ANNOUNCEMENTS

Next Meeting November 9, 2023

12. ADJOURNMENT

**INDIAN WELLS COUNTRY CLUB COMMUNITY
FIRE ACCESS MAINTENANCE DISTRICT NO. 1
BOARD OF DIRECTORS OPEN MEETING**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE SENIOR BUILDING INSPECTOR OR THE RISK MANAGER AT (760) 346-2489. A 48-HOUR NOTIFICATION PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING (128 CFR 35.102.35.104 ADA TITLE III).

AFFIDAVIT OF POSTING

I, Angelica Avila, certify that on October 9, 2023, I caused to be posted a notice of a FAMD #1 Board Meeting to be held on Thursday October 14, 2023, at 10:00 A.M., in person in the City Council Chamber's.



FAMD #1
Fire Access Maintenance District
An Agency of the City of Indian Wells
Indian Wells Country Club Community

SPECIAL BOARD OF DIRECTORS MEETING

MINUTES

September 14, 2023

1. CALL TO ORDER

Chairman Bonafide called meeting to order at 10:04 A.M.

ROLL CALL

PRESENT: Chairman Larry Bonafide
Vice Chair Margaret "Marge" Barry
Director Kurt Yeager
Director Tony Trocino
IWCC Rep Dennis Coker

ABSENT: None

ALSO, PRESENT: Secretary Charlie Jones – Virtual (Was not able to participate due to not reporting location)
District Manager (DM) Scott Matas (Desert Resort Management/ Associa),
Ken Seumalo (City of Indian Wells, Public Works Director),
Paul Stotesbury (Allied Universal, (DOS) Director of Security),
Jennifer Aguilar (City of Indian Wells, Administrative Assistant)

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF THE FINAL AGENDA

A motion was made by Vice Chair Marge Barry and a 2nd by Director Tony Trocino to approve the agenda for the June 8, 2023, FAMD board meeting. Motion carried 5/0.

4. PUBLIC COMMENTS – No Comments

5. CONSENT CALENDAR

- a. Minutes; June 8, 2023
- b. Financials; July 2023
- c. Financials; August 2023

A motion was made by Director Tony Trocino and a 2nd by Vice Chair Marge Barry to approve the Consent Calendar. Motion carried 5/0

6. SECURITY REPORT

- a. July and August 2023 Security Report
DOS Stotesbury updated the Board of Directors and answered questions.

7. OLD BUSINESS

- a. IWCC Bridge Load Capacity Update
The Board of Directors were updated by Public Works Director Ken Seumalo and IWCC General Manager Dennis Coker on the load capacity test. IWCC General Manager Dennis Coker reported that the test went well, and the results will be available soon.

8. NEW BUSINESS

- a. Review Proposals for the Priority 3 Road Rehabilitation Projects
The Board of Directors reviewed proposals by NPG, Inc., and Granite Construction.

A motion was made by Director Kurt Yeager and a 2nd by Vice Chair Marge Barry to approve the proposal for Priority Three (P3) Road Rehabilitation to NPG, Inc. in the amount not to exceed \$716,878.95 (\$623,373.00 plus a 15% contingency or \$95,505.95) and authorize the City of Indian Wells finance department to fund this project with the capital construction project budget. GL Acct# ending in 673100. Motion carried 5/0.

- b. Conserve LandCare Landscaping Contract Clarification
The Board of Directors approved multiple projects for the front entrance landscaping of the Manitou Entrance. The Board of Directors discussed the clarification of the three separate projects as:

- i. Turf Removal - \$22,042.20
(Completed in May 2023 and to be fully reimbursed through CVWD rebate program)
- ii. Landscape Replacement Phase 1 - \$22,042.20 (Completed in June 2023)
- iii. Landscape Replacement Phase 2 – Not to exceed \$25,000.00 (Completed August 2023)

A motion was made by Chairman Larry Bonafide and a 2nd by Director Tony Trocino to approve the clarification and separate all projects as:

- i. Turf Removal - \$22,042.20 (Completed in May 2023 and to be fully reimbursed through CVWD rebate program)
- ii. Landscape Replacement Phase 1 - \$22,042.20 (Completed in June 2023)
- iii. Landscape Replacement Phase 2 – Not to exceed \$25,000.00 (Completed August 2023)

The motion included directing the City of Indian Wells finance department to apply the cost to the CIP budget as a supplemental appropriation. Motion carried 5/0.

c. FAMD Storm Water & Debris Basin – Performance Report

A verbal report was given. Director Kurt Yeager requested that a discussion of an emergency action policy be discussed in a future meeting. Informational and no action was taken.

d. Resignation of Larry Bonafide as Chairman & Election of Officers

Chairman Bonafide notified the Board of Director earlier in the year that he would be selling his home and moving to northern California. He presented his resignation, effective at the adjournment of the meeting (see attachment).

Due to the vacancy of the Chairman's position the Board of Directors held an officer's election:

- i. Call for nominations for chairperson: Larry Bonafide nominated Kurt Yeager.

A motion was made by Chairman Larry Bonafide and a 2nd by Vice Chair Marge Barry to approve Kurt Yeager as chairperson of the Fire Access Maintenance District #1. Motion carried 5/0

- ii. Call for nominations for vice chairperson: Larry Bonafide nominated Marge Barry.

A motion was made by Chairman Larry Bonafide and a 2nd by IWCC Rep. Dennis Coker to approve Marge Barry as vice chairperson of the Fire Access Maintenance District #1. Motion carried 5/0

- iii. Call for nominations for secretary: Larry Bonafide nominated Charlie Jones.

A motion was made by Director Kurt Yeager and a 2nd by Director Tony Trocino to approve Charlie Jones as secretary of the Fire Access Maintenance District #1. Motion carried 5/0

A recognition and presentation by the board and City of Indian Wells was given to recognize Chairman Larry Bonafide's service from 2005 to 2023. Comments by the Board of Directors, city staff and past District Managers were given.

9. DISTRICT MANAGER REPORT

No Report

10. BOARD MEMBER COMMENTS

No Comments

11. ANNOUNCEMENTS

The next regularly scheduled meeting of the Fire Access Maintenance District Board of Directors will be held at 10:00 A.M., on October 12, 2023, in person at the City of Indian Wells council chambers.

12. ADJOURNMENT

There being no more business, meeting was adjourned by Chair Bonafide at 11:10 A.M.

Respectfully Submitted, Scott Matas, District Manager

Attested to: _____ Date: _____

Charlie Jones, FAMD Secretary

YEAR-TO-DATE BUDGET REPORT
SEPT 2023 (TENATIVE)

FOR 2024 03

ACCOUNTS FOR:		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
209	F.A.M.D. #1							
2090000 F.A.M.D. #1								
2090000 411100	CYSecPrpTx	-325,000	-325,000	.00	.00	.00	-325,000.00	.0%
2090000 411200	CYUnsPrpTx	-8,170	-8,170	.00	.00	.00	-8,170.00	.0%
2090000 411300	PYPrpTx	-2,050	-2,050	.00	.00	.00	-2,050.00	.0%
2090000 411400	Ro11PrpTx	-1,850	-1,850	.00	.00	.00	-1,850.00	.0%
2090000 421100	Fire Acces	-1,194,000	-1,194,000	.00	.00	.00	-1,194,000.00	.0%
2090000 431100	Const Pmt	-1,080	-1,080	.00	.00	.00	-1,080.00	.0%
2090000 451100	Invst Earn	-48,000	-48,000	.00	.00	.00	-48,000.00	.0%
2090000 461500	ProptxRelf	-1,830	-1,830	.00	.00	.00	-1,830.00	.0%
2090000 486300	Misc Rev	-3,450	-3,450	-480.00	-480.00	.00	-2,970.00	13.9%
TOTAL F.A.M.D. #1		-1,585,430	-1,585,430	-480.00	-480.00	.00	-1,584,950.00	.0%
2098601 F.A.M.D. Program								
2098601 531000	Prof Svcs	168,750	168,750	23,463.39	7,971.96	108,980.98	36,305.63	78.5%
2098601 533000	Contr Svcs	996,750	1,096,371	181,346.07	97,557.70	893,974.72	21,050.21	98.1%
2098601 542000	Utilities	32,950	32,950	7,214.14	3,474.13	21,535.92	4,199.94	87.3%
2098601 544000	Bldg&GrMnt	137,650	137,650	7,357.00	300.00	69,447.00	60,846.00	55.8%
2098601 545000	Infrastruc	130,000	130,000	.00	.00	.00	130,000.00	.0%
2098601 552000	Communicat	18,750	18,650	3,896.90	1,482.12	8,506.76	6,246.34	66.5%
2098601 561000	Office Exp	9,500	9,500	513.35	.00	8,486.65	500.00	94.7%
2098601 563000	Opr Matrls	1,500	1,600	409.50	136.50	1,190.50	.00	100.0%
2098601 565000	MinorEquip	2,500	2,500	.00	.00	.00	2,500.00	.0%
2098601 591600	IndrctCost	15,000	15,000	.00	.00	.00	15,000.00	.0%
TOTAL F.A.M.D. Program		1,513,350	1,612,971	224,200.35	110,922.41	1,112,122.53	276,648.12	82.8%
2099929 FAMD Capital								
2099929 673100	ConstContr	0	774,241	.00	.00	.00	774,241.00	.0%
TOTAL FAMD Capital		0	774,241	.00	.00	.00	774,241.00	.0%
TOTAL F.A.M.D. #1		-72,080	801,782	223,720.35	110,442.41	1,112,122.53	-534,060.88	166.6%
TOTAL REVENUES		-1,585,430	-1,585,430	-480.00	-480.00	.00	-1,584,950.00	
TOTAL EXPENSES		1,513,350	2,387,212	224,200.35	110,922.41	1,112,122.53	1,050,889.12	
PRIOR FUND BALANCE 6/30/2023:		1,691,981.28						
CHANGE IN FUND BAL - NET OF REVENUES/EXPENSES:		-223,720.35						
ENDING FUND BALANCE 9/30/2023:		1,468,260.93						

FAMD #1

INDIAN WELLS COUNTRY CLUB COMMUNITY

SECURITY REPORT

**Paul A. Stotesbury
Site Security Director
September, 2023**

- September 14 – Club Gate, property damage, vehicle hit exit arm, report and Pictures to DRM**
- September 20 - Main Club House, reported suspicious person in restroom, patrol contacted escorted off property**

FIRE DEPARTMENT/ PARAMEDICS

RESPONSES -4

TRANSPORTS -2

RSO

ROUTINE PATROL – 3

CALLS FOR SERVICE – 1

OPEN GARAGE DOOR – 5

OPEN OTHER DOORS – 0

TRANSPONDERS SOLD – 39

September, 2023

Change Change

Event	Jan.	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Access Denied	0	0	0	0	0	0	0	0	0				0
Alarm Checks-Security	4	5	3	5	5	3	5	3	3				36
Animal Control on site	2	0	0	1	0	2	0	0	0				5
Animal Issues	0	0	2	2	0	2	0	0	0				6
Burglaries	0	0	0	0	0	0	0	0	0				0
Thefts	0	0	0	1	0	1	0	0	0				2
Garage Doors Open	39	54	60	18	13	19	12	5	5				225
A Shift up to 1400 hrs	0	1	4	13	2	2	3	0	1				26
B Shift up to 2200 hrs	38	47	50	5	11	16	9	5	4				185
C shift after 2200 hrs	1	6	6	0	0	1	0	0	0				14
Doors Open (Other)	0	1	0	0	0	0	0	0	0				1
Golf Cart Issues	0	0	0	0	0	0	0	0	0				0
Homeowner Assist/Welfare Check	3	3	1	2	0	3	1	0	1				14
Landscape/Light Issues	0	2	0	0	0	1	3	11	0				17
Medical Response / Fire Dept.	9	17	11	22	6	4	10	6	4				89
Noise Issues	1	0	2	8	1	3	0	1	0				16
Other - Domestic Issue	0	0	0	0	0	0	0	0	0				0
Parking Issues	1	0	0	0	0	1	0	0	0				2
Public Utility Issue	0	0	0	0	0	0	4	1	0				5
Process Servers	3	5	1	6	9	2	1	8	5				40
Property Issues/Damage	1	2	1	2	3	3	0	2	1				15
Realtor Issues	0	0	0	0	0	0	0	0	0				0
Sheriff on Site	18	13	15	12	18	10	19	4	4				113
Alarm Response/Call In	9	8	10	6	11	7	10	3	1				65
Routine Patrol	9	5	5	6	7	3	9	1	3				48
Suspicious Events	2	2	0	0	1	1	0	1	2				9
Traffic/Street Issues	0	0	0	1	2	0	0	1	0				4
Vandalism	0	0	0	1	0	0	0	0	0				1
Vendor Issues	0	0	0	0	0	0	0	0	0				0
Water Issues	2	1	4	2	12	5	18	13	4				61

Speed Trailer Data

September, 2023

SPEED TRAILER DEPLOYMENT LOCATIONS

Day	Date	Location	0-20 ●	21-25 ◊	26-30 ◻	31-35 Δ	36-40 *	41-45 x	46-50 *	51+ ●	Total	Time
Fri	SUN	E/B Iroquois										6am-8pm
Sat	MON	S/B Manitou										7am-8pm
Sun	TUE	S/B Club						daily				7am-8pm
Mon	WED	NB Manitou										7am-8pm
Tues	THUR	S/B Club										6am-8pm
Wed	FRI	W/B Iroquois										7am-8pm
Thurs	SAT	N/B Manitou										7am-8pm
Fri	SUN	E/B Iroquois										7am-8pm
Sat	MON	S/B Manitou										6am-9pm
Sun	TUE	S/B Club										7am-8pm
Mon	WED	NB Manitou										6am-8pm
Tues	THUR	S/B Club										7am-8pm
Wed	FRI	W/B Iroquois										
Thurs	SAT	N/B Manitou										7am-9pm
Fri	SUN	E/B Iroquois										7am-8pm
Sat												
Sun												
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Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Sun												
Totals	App.	%										
	%											

STAFF REPORT

DATE: October 12, 2023

TO: Honorable FAMD Board Members

FROM: FAMD District Manager

SUBJECT: FAMD Storm Water & Debris Basin – Performance Report

SUMMARY:

On Sunday August 20, 2023, Tropical Storm Hilary made landfall in California. The storm specifically targeted Southern California with the eye of the storm making an impact within a few miles west of the Coachella Valley. With powerful winds and heavy rain, we are happy to report that the Indian Wells Country Club sustained minor damage and the roads were accessible for emergency vehicles during and after the event.

During the storm security made several rounds and was in contact with the District Manager. Within 48 hours of the storm the District Manager was able to gain access and visual was able to see minor landscaping damage, a power issue in the Manitou neighborhood that forced SCE to install temporary lines until an underground vault could be repaired, palm knuckles that littered the streets and some drainage areas that needed extra service. Within 96 hours street cleaners were on site and cleared all the streets.

The Manitou HOA and Sandpiper 4 (Dove & Quail Run) contacted the District Manager before and after the storm to report flooding concerns and suggestion for the future. They have requested a more proactive stance before major storms and an on-call person to clear drains if they are clogged during an event.

The District Manager is asking for direction on how to proceed. Suggestive conversation:

- Have an engineer give an analysis on the storm drainage in key areas.
- Bring back a contract for on call drain inspections during storms.
- Updating the Pavement Management Plan to include areas of concern and solutions for drainage.

FISCAL IMPACT:

Unknown

RECOMMENDATIONS

No Recommendation

STAFF REPORT

DATE: October 12, 2023

TO: Honorable FAMD Board Members

FROM: FAMD District Manager

SUBJECT: Sandpiper #3 Request for reimbursement on electric for quail run bridge lighting.

SUMMARY:

Pat Caplan, President of Sandpiper #3 HOA, is requesting a reimbursement or trade for paying for the Quail Run Bridge lighting. Specific request:

I think the drain in the street would be a fair reimbursement. How long have the bridge lights been in, 20 years?

The District Manager has reviewed the FAMD and files. There is no document that shows responsibility of the lighting cost or maintenance. The previous lighting contracts had maps attached to the contracts showing the bridge lighting at Manitou and Quail Run as part of the scope of work.

The recommendation is to discuss the responsibility and give direction to the District Manager.

FISCAL IMPACT:

Unknown

RECOMMENDATIONS

No Recommendation

STAFF REPORT

DATE: October 12, 2023
TO: Honorable FAMD Board Members
FROM: FAMD District Manager
SUBJECT: Go Daddy – Webhosting Renewal

SUMMARY:

The FAMD's website hosting and annual fee has expired. The District Manager is seeking approval to renew the web hosting for 3 years and the to pay the annual fee.

FISCAL IMPACT:

\$1,203.61

RECOMMENDATIONS

Approve web hosting with Go Daddy for 3 years and the annual fee for a total of \$1,203.61.

Receipt

No 2746032321

CONTACT US 24/7 1-480-505-8877

DATE:

10/2/2023

CUSTOMER #:

28969496

BILL TO:

Scott Matas

42-635 Melanie Place, Ste 103,
Palm Desert, California 92211,
United States

Associa/ Desert Resort Management
+1.7602007428

PAYMENT:

MasterCard •••• 2034

\$1,157.27

Previous Balance

\$1,157.27

Received Payment

(\$1,157.27)

Balance Due (USD)

\$0.00

Term	Product	Amount
3 yrs	Deluxe Linux Hosting with cPanel iwccfamd.net	\$287.64
1 One time	Hosting Restore	\$149.99
3 yrs	Website Security - Premium - 3 year(s)	\$719.64

Total (USD)

\$1,157.27

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

\$0.00

Fees

\$0.00

[Universal Terms of Service](#)

Receipt

No 2745978132

CONTACT US 24/7 1-480-505-8877

DATE:

10/2/2023

CUSTOMER #:

28969496

BILL TO:

Scott Matas

42-635 Melanie Place, Ste 103,

,

Palm Desert, California 92211,

United States

DRM/Associa

+1.7603461161

PAYMENT:

MasterCard •••• 2034

\$46.34

Previous Balance

\$46.34

Received Payment

(\$46.34)

Balance Due (USD)

\$0.00

Term	Product	Amount
2 yrs	.NET Domain Renewal	\$45.98
	IWCCFAMD.NET 1	

Subtotal
Taxes
Fees

\$45.98
\$0.00
\$0.36

Total (USD)

\$46.34

REFERENCE

Taxes

\$0.00

GoDaddy.com, LLC
2155 E GoDaddy Way,
Tempe, Arizona 85284,
United States

\$0.00

Fees

\$0.36

1. ICANN

IWCCFAMD.NET

\$0.36

[Universal Terms of Service](#)

STAFF REPORT

DATE: October 14, 2023
TO: Honorable FAMD Board Members
FROM: FAMD District Manager
SUBJECT: Board of Directors Vacancy

SUMMARY:

Larry Bonafide has resigned his position as a board member on September 14, 2023. The Board of Directors will need to decide to make an appointment or hold the position open until the next election cycle in 2025. Please refer to the attached policy for reference on how an appointment of a new board member is directed per the policy.

FISCAL IMPACT:

Appointment – No Fiscal Impact

Election – Mailing and printing cost - \$2,000.00

RECOMMENDATIONS

- Determine whether to appoint or hold the position open until the next election cycle.

CHAPTER 3.10 FILLING VACANT BOARD POSITIONS

Sections:

3.10.010 Procedure for Filling a Vacant Board of Directors Seat.

3.10.010 PROCEDURE FOR FILLING AN ELIGIBLE VACANT BOARD SEAT.

The following procedure is for handling the resignation of a Board Member (other than the Board Member representing the Indian Wells Country Club) and filling the position for the remainder of the term, if the position is eligible to be filled. [City Council Resolution No. 2021-01, 02/18/2021]

3.10.010(a) Notice of Intent to Resign.

A Board Member should submit his/her notice of intention to resign with the effective date of resignation to the Board Secretary who shall forward a copy to the City Clerk. The Board Secretary shall place the notice on the next available agenda under General Business.

3.10.010(b) Determination of Eligibility for Appointment or Election.

The Board shall schedule the matter on the agenda within thirty (30) days, or as soon thereafter as the Board is able to reasonably schedule a meeting, to determine if the vacancy is eligible to be filled and, in the case that the position is determined eligible to be filled, to determine whether the vacancy shall be filled by appointment or election. [City Council Resolution No. 2021-01, 02/18/2021]

3.10.010(b)(1) Election.

It is the Board's policy to fill all eligible vacant positions by election. [City Council Resolution No. 2021-01, 02/18/2021]

3.10.010(b)(2) Failure to fill vacancies by district.

If, after the prescribed nomination period, there are no nominations to fill the eligible Director vacancy, the Board may appoint a Director from within the FAMD, provided that the Director meets the requirements set forth in Section 1.02.010. Such appointed Director shall serve the remainder of the vacated term. [City Council Resolution No. 2021-01, 02/18/2021]

3.10.010(b)(3) Appointment or leave vacant until next election.

If the term of the eligible vacant position would have the same election date as the regular Board election, the Board can determine if it will make an appointment or leave the eligible position vacant until the next regular election. [City Council Resolution No. 2021-01, 02/18/2021]

3.10.010(b)(4) Eligibility for Filling of Vacant Board Seats.

If the Board and City Council determine that a vacancy exists or is created between the date of adoption of City Council Resolution and November 10, 2021, then the vacant Director position shall not

be eligible to be filled thereby reducing the total number of elected Director positions from six (6) to five (5). If the Board and City Council determine that more than a single vacancy exists or is created between the date of adoption of City Council Resolution and November 10, 2021, then the Board and City Council shall determine which vacancy was created first. The vacancy that the Board and City Council determine was created first, shall not be eligible to be filled. However, any remaining vacancies created prior to November 10, 2021 shall be eligible to be filled, and all vacancies that occur on or after November 10, 2012 shall be eligible to be filled. [City Council Resolution No. 2021-01, 02/18/2021]

Disclosure Letter for Certified Managers

October 14, 2023

To: FAMD Board of Directors

Dear Members of the Board:

In accordance with the disclosure requirements of Business & Professions Codes Section 11500-11506 and Civil Code Section 5375, I am providing the Board of Directors with the following information:

1. I have met the requirements of Business and Professions Code Section 11502 and qualify as a certified common interest development manager.
2. The Certified Community Association Manager (**CCAM**) was received in October My certification is current and in good standing.
3. The location of my principal office is **42-635 Melanie Place, Suite 103 Palm Desert, CA 92211.**
4. I **do not** hold an active Real Estate License.
5. I hereby disclose all information required in Sections 5375 of the Civil Code, including the following:

(a) Owners and general partners of Associa:

John Carona, Chairman & CEO
Helen Eden Carona, Executive Vice President & CCO
Patrick Brensinger, President, Director
Andrew Brock, Executive Vice President & CIO
Chelle O'Keefe, Executive Vice President & Chief H.R. Officer
Jose Bosco Maldonado, Executive Vice President & CFO
John Hunter, Chief Operating Officer

1225 Alma Road, Suite 100,
Richardson, TX 75081
800.808.4882.

DRM is a California Corporation and Associa is a Texas Corporation.

Mark Dodge, President/CEO
Keith Lavery, Executive Vice President
Paula Tapia, Executive Vice President

42635 Melanie Place, Suite 103, Palm Desert, CA 92211
760.346.1161

(b) whether or not any relevant licenses such as architectural design, construction, engineering, real estate, or accounting have been issued by this state and are currently held by the persons specified in subdivision (a). If a license is currently held by any of those persons, the statement shall contain the following information:

- **DISCLOSURE STATEMENT (California Civil Code § 5375)**
 - 1. **License held by officers.**

Types: AMS, CCAM, PCAM, CMCA
Status: Current
Name of Licensee: CACM and CAI
 - 2. **Certifications or Designations of Principals.**
 - **Certified Community Association Manager (CCAM) is conferred by the California Association of Community Managers.**
 - **Professional Community Association Manager (PCAM®) is conferred by the Community Associations Institute.**
 - **Name of person/entity holding certification or designation:**

Mark Dodge, CMCA, AMS®
Paula Tapia, CCAM, CMCA, AMS, PCAM®
Keith Lavery, PCAM®
- c. Whether or not any relevant professional certifications or designations such as architectural design, construction, engineering, real property management, or accounting are currently held by any of the persons specified in subdivision (a), including, but not limited to, a professional common interest development manager; and
 - **Name of person/entity holding certification or designation:**

John Carona: PCAM and Real Estate Broker in Texas
Patrick Brensinger: CPA

(d) any business or company in which the common interest development manager or common interest development management firm has any ownership interests, profit-sharing arrangements, or other monetary incentives provided to the management firm or managing agent.

- **Associa Advantage, Associa On Call, Associations Insurance Agency, Inc., Community Archives, First National Bank of Kemp, LHR Construction & Restoration, Platinum Title Services.**
6. I **do not** receive a referral fee or other monetary benefits from a third-party provider distributing documents pursuant to Sections 4528 and 4530 of the Civil Code.
7. I acknowledge that the disclosures provided to a member pursuant to Sections 4528 and 5300 of the Civil Code, and all documents provided thereunder, are the property of the association and not its managing agent or the agent's managing firm.

The law states I must provide this disclosure on an annual basis and/or prior to entering into or renewing a contract with a community association. I am also disclosing that the fidelity insurance of my management firm does not cover the operating and reserve funds of your association. Your association's fidelity insurance policy, if any, provides coverage for the funds.

Feel free to contact me directly if you have any questions. It is a pleasure serving you.

Sincerely,

Scott Matas District Manager