

## Muirfield Heath HOA Board Minutes

January 25, 2022: 10:00 am

Location: 3020 Rosemead

**Participants:** Cliff Fromm, Yves Prechac, David Cohen, Shirley Rose, Ken Ludwig, Dana Tripodi

### Resignation of Shirley Rose

- Resignation accepted, Dana Tripodi to act as interim Secretary

### Annual Meeting

- Scheduled for March 8, 7 pm, 2004 Longmeadow, Sarasota, FL 34235
- **Action:** Questionnaire to be completed for Becker so annual meeting notices can be generated and mailed a minimum of 14 days in advance
- **Action:** Date and room to be confirmed by Ken with MCA
- **Action:** Develop agenda for Annual meeting to include notice of Shirley Rose's resignation
- **Action:** Review output from Becker and prepare and mail documents to homeowners using the address on file for billing
  - Motion made to include self-addressed envelope for proxy returns, motion seconded, vote of 3-2, envelope will be included
  - Other: Cliff noted postage expense may increase with addition of envelope

### Directors' Requirement

- Must either attend classes held by Becker to certify in the basics of HOA or perform and attest to a full read of the bylaws
- **Action:** Dana and Ken to comply

### Pool

- A violation notice was received from the county for the pool cover and reel
  - **Action:** David and Ken to remove cover and various hardware so a reinspection can be conducted by the county
- **Action:** David and Ken to lead an overall evaluation of the pool, to include codes/compliance, equipment and structure
  - They will meet with commercial experts and bring their findings back to the board so work can be prioritized and appropriately budgeted.
- **Action:** Board to further discuss the new furniture and related slides and general upkeep

### Communication

- All agree that we need new resident packets, database of addresses/phones/emails and a published directory
  - Michelle Frankel has volunteered to help with this
  - **Action:** Michelle and Dana will work together to make a proposal for each of the above to include all logistics

- Board agreed that board meetings are open to all homeowners, there will be a go forward requirement for those individuals to submit any agenda item they would like to discuss in advance of the meeting they plan to attend
- Yves has leveraged google drive to share and maintain reference materials, historic documents and works in progress
  - **Action:** All directors to gain access
  - ID: [murfieldheath@gmail.com](mailto:murfieldheath@gmail.com)
  - Password: XXXXXXXXXXXX
  - **Action:** Back up all documents

#### **Accounts Receivable (Delinquent Quarterly HOA Fee)**

- Yves noted that he chases the same home- owners repeatedly, they ultimately pay principal plus fines/fees
- **Action:** Dana to research filing a lien against delinquent homeowners without Becker and make a recommendation as to future process

#### **Other Financials**

**Action:** Yves to send 2022 preliminary budget before next meeting

**Meeting was adjourned due to competing obligations at 12:55 pm, balance of agenda tabled to next meeting**

**Next Meeting Friday, January 28 at 9:30 am**

**Respectfully Submitted,**

1-27-22

**Dana-marie Tripodi, Interim Secretary**