

Muirfield Heath HOA Board Minutes

January 28, 2022: 9:30 am

Location: 3020 Rosemead

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

Other: Shirley Rose

Action Items from Last Meeting:

- **Annual Meeting Action:** Questionnaire to be completed for Becker so annual meeting notices can be generated and mailed a minimum of 14 days in advance - **Closed**, questionnaire sent to Becker
- **Annual Meeting Action:** Date and room to be confirmed by Ken with MCA – **Closed**, MCA unable to accommodate date and time due to voting, date moved to March 15, Garden Room, 2004 Longmeadow, Sarasota, FL 34235
- **Annual Meeting Action:** Develop agenda for meeting to include notice of Shirley Rose's resignation and confirmation of new directors based on voting, review output from Becker and prepare and mail documents to homeowners using the address on file for billing
- **Directors' Requirements Action:** Dana and Ken to comply – either attend Becker class or attest to full read of by-laws
- **Pool Action:** David and Ken to remove cover and various hardware so a reinspection can be conducted by the county - **Closed**, David and Ken removed cover and reel
- **Pool Action:** David and Ken to lead an overall evaluation of the pool, to include codes/compliance, equipment and structure – **In Progress**
 - They will meet with commercial experts and bring their findings back to the board so work can be prioritized and appropriately budgeted.
- **Pool Action:** Board to further discuss the new furniture and related slides and general upkeep
- **Communication Action:** Dana and Michelle Frankel will work together to make a proposal to include all logistics – **In Progress**
- **Communication Action:** Board members to gain access to google drive in order to share and update files
- **Delinquent AR Action:** Dana to research filing a lien against delinquent homeowners without Becker and make a recommendation as to future process – **DONE, reco is follow collection policy first**

Annual Meeting

- Scheduled for March 15, 2022, 7 pm, 2004 Longmeadow, Sarasota, FL 34235
- **Action:** Zoom to be set up and instructions to be sent with annual packet

Pool

- **Action:** David to ask Marguerite if she is interested in cleaning the pool bathrooms

Financial Review

- Estoppel documentation is all on google drive, fees for estoppel are in account 510 with late fees
- **Action:** Review estoppel documentation and ensure board members can execute should Yves be out of pocket
- **Action:** Update authorized signers on bank account, remove former officers
- Cavanaugh variance 2021 budget vs. 2021 actuals was +14.75%, Yves nor Cliff were informed of any increase
 - **Action:** Yves to contact Cavanaugh to determine if variance is an error or can be substantiated
- Discussed options regarding Comcast/Xfinity, no decisions or recommendations, board will revisit
- Landscape service contract will be reviewed by Ken and David
- **Action:** Cliff to inform Ramone/Fields of Gold that Ken and David will want to meet with him, specific interest in Ramone's insurance
 - **Action:** Ken and David to provide perspective on scope of work, Ramone's insurance and go forward
- Palms will not be cut in 2022
- Cavanaugh pays recurring bills including themselves
- Electricity and water are set up as Autopay, direct debits from our bank account
- Action: Yves to add back amount to Premise Cleaning, bathrooms need to be cleaned
- FPL User ID: Board@murfieldheath.com Password: XXXXXXXX
- **Action:** HOA insurance policy to be sent to Ken
- **Action:** Ken to review HOA insurance policy, provide his perspective to board
- **Action:** Yves is monitoring and paying the HOA insurance policy yearly, need back up, board to discuss further, Cavanaugh may be an option
- **Action:** Board to complete financial review Tuesday, February 1

Meeting was adjourned due to competing obligations of members at 11:45 pm, balance of agenda tabled to next meeting

Next Meeting Tuesday, February 1 at 9:00 am, 3020 Rosemead

Respectfully Submitted,

1-28-22

Dana-marie Tripodi, Interim Secretary