

## **Muirfield Heath HOA Board Minutes**

**February 1, 2022: 9:00 am**

**Location: 3020 Rosemead**

**Participants: Yves Prechac, David Cohen, Ken Ludwig, Dana Tripodi**

**(Cliff Fromm on call from home, not feeling well)**

### **Open Action Items**

**Annual Meeting Action:** Develop agenda for meeting, review output from Becker and prepare and mail documents to homeowners using the address on file for billing

**Annual Meeting Action:** Yves to send Dana contacts

**Annual Meeting Action:** Yves to renew Zoom license

**Annual Meeting Action:** Zoom to be set up and instructions to be sent with annual packet

**Finance Action:** Review estoppel documentation and ensure board members can execute should Yves be out of pocket

**Finance Action:** Update authorized signers on bank account, remove former officers

**Finance Action:** Yves to contact Cavanaugh to determine if variance is an error or can be substantiated

**Finance Action:** Yves to write letter for Cliff's signature so that board can have on-line access to water bill, need password

**Pool 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.

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

**Pool Action:** Yves to provide Bill Brescia's phone number to Ken

**Communication Action:** Board members to gain access to google drive in order to share and update files

**Landscape 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

**Insurance Action:** Ken to review HOA insurance policy, provide his perspective to board

**Insurance Action:** Yves is monitoring and paying the HOA insurance policy yearly, need back up, board to discuss further, Cavanaugh may be an option

### **Communication**

**No discussion, time allotted to budget and annual meeting**

### **Annual Meeting**

Package not yet sent from Becker to Dana

**Action:** Yves to send Dana contacts

**Action:** Yves to renew Zoom license, approx.. \$150/yr

**Financial Review**

Reference: Bank Account # 063102152 0013000021563, Muirfield Heath Homeowners Assoc, Inc.  
Still open - Explanation of increase of \$675 from Cavanaugh – Yves waiting on business manager to reply, he sent an email

**Action:** Yves to write letter for Cliff's signature so that board can have on-line access to water bill, need password

**Pool**

Heater is not working, Ken/David/Yves to visit pool house and try to reset to 84 degrees (subsequently done)

Bill Brescia cleans the pool and checks chemicals 2 Xs per week (Mon, Thurs), David and Ken to meet with Bill

**Action:** Yves to provide Bill's phone number to Ken

**Action:** David to speak with Marguerite about cleaning bathrooms and furniture

Next meeting, Tuesday February 8, 9 am, 3020 Rosemead – discuss capital to complete financial review

**Respectfully Submitted,**

\_\_\_\_\_ February 1,2022  
**Dana-marie Tripodi, Interim Secretary**