

Muirfield Heath HOA Board Minutes

February 8, 2022: 9:00 am

Location: 3020 Rosemead

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

Open Action Items Prior Meetings:

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 **(Still Open 2-8-22)**

Annual Meeting Action: Yves to send Dana contacts **(Still Open 2-8-22)**

Annual Meeting Action: Yves to renew Zoom license **(Complete 2-8-22)**

Finance Action: Review estoppel documentation and ensure board members can execute should Yves be out of pocket **(Still Open 2-8-22)**

Finance Action: Update authorized signers on bank account, remove former officers **(Still Open 2-8-22)**

Finance Action: Yves to contact Cavanaugh to determine if variance is an error or can be substantiated **(Still Open 2-8-22)**

Finance Action: Yves to write letter for Cliff's signature so that board can have on-line access to water bill, need password **(Still Open 2-8-22)**

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. **(Still Open 2-8-22)**

Pool Action: David to ask Marguerite if she is interested in cleaning the pool bathrooms and furniture, **(Complete 2-8-22)**

Pool Action: Yves to provide Bill Brescia's phone number to Ken **(Still Open 2-8-22)**

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 **(Still Open 2-8-22)**

Insurance Action: Ken to review HOA insurance policy, provide his perspective to board **(Still Open 2-8-22)**

- **Insurance Action:** Yves is monitoring and paying the HOA insurance policy yearly, need back up, board to discuss further, Cavanaugh may be an option **(Still Open 2-8-22)**

Annual Meeting:

Dana does not have output from Becker

Action : Yves contacting Becker to find out why we have not received output

Ken to have airtime during annual meeting to talk about Disaster Preparedness

Finance:

2021 Variance: Cavanaugh partner changed invoicing in Q4 last year. Increase is being investigated by Business Mgr with partner. Proposal to review budget to actuals quarterly.

Action: Yves to send 4 quarters of General Ledger to Dana, Ken and David, team to review to determine operating cash required and difference to be reclassified to a “general reserve”

Action: Yves to add \$1000 to misc other for budgeting purposes, change in accounting procedure

Action: Yves to add \$4000 or approx. 3.7% to general reserve, change in accounting procedure

Motion for above change in accounting procedure, voted and passed

Action: Increase quarterly assessments by \$50 starting with the Q3, motion made, voted and passed

Pool:

David and Ken to coordinate meeting with Bill Brescia

Pool furniture to be cleaned one time per month and bathrooms 2 times per month, \$100 per month

Action: Reline cast iron drain pipe, David and Ken to include in full valuation

Action: Ken and David will review the pool and irrigation valve as part of their evaluation, should there be one for each?

Landscape:

Action: Review invoice monthly from Fields of Gold, Yves working with Ramone to decrease Field of Gold invoices over next 6 months to pay back \$3200 to MH

Action – Ken to ask Ramone for proof of insurance

Comcast:

We do not have contract, contract renewal is 10 years, contractual obligation through December 2025

Action: Ken has a name and email address for Comcast contact, Nicky Mello, will request a copy of our contract

Next Meeting February 11, 2022, 9 a.m., 3020 Rosemead

Respectfully Submitted,

February 8, 2022

Dana-marie Tripodi, Interim Secretary