

## Muirfield Heath HOA Board Minutes

February 11, 2022: 9:00 am

Location: 3020 Rosemead

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

### 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 2-11-22)**

**Annual Meeting Action:** Yves to send Dana contacts **(Still Open 2-8-22, Complete 2-11-22)**

**Annual Meeting Action:** Yves contacting Becker to find out why we have not received output **(Complete 2-11-22)**

**Annual Meeting Action:** Zoom to be set up and instructions to be sent with annual packet **(still open 2-11-22)**

**Finance Action:** Review estoppel documentation and ensure board members can execute should Yves be out of pocket **(Still Open 2-11-22)**

**Finance Action:** Update authorized signers on bank account, remove former officers **(Still Open 2-11-22)**

**Finance Action:** Yves to contact Cavanaugh to determine if 2021 billing variance is an error or can be substantiated **(Still Open 2-11-22)**

**Finance 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" **(complete 2-11-22)**

**Finance Action:** Yves to add \$1000 to misc other for budgeting purposes, change in accounting procedure **(complete 2-11-22)**

**Finance Action:** Increase quarterly assessments by \$50 starting with the Q3, Dana to notify Cavanaugh mid Q2. **(open until invoiced, Cavanaugh notified, 2-11-22)**

**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 2-11-22)**

**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. **(in progress 2-11-22)**
- **Action:** Yves to provide Bill Brescia's phone number to Ken **(complete 2-11-22)**
- **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?

**Communication Action:** Board members to gain access to google drive in order to share and update files **(complete 2-11-22)**

**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, Ken to ask Ramone for proof of insurance

- **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

**Insurance Action:** Ken to review HOA insurance policy, provide his perspective to board (**in progress 2-11-22**)

**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 2-11-22**)

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

**Meeting Notes:**

Annual Meeting – Zoom will be leveraged for HOA Annual Meeting, for participants that cannot attend in person or concerned about attending due to COVID. In addition, it can be leveraged for future board meetings. Motion, Seconded, Vote – 5 in favor

**Action :** Dana to reply to Becker that Monday, Feb 15 is the last possible date we can receive the meeting output

**Action –** Cliff to ensure that we have supplies to print and mail.

**Action –** Ken to contact MCA and have them cover architectural review

**Action -** Ken to cover emergency preparedness during annual meeting, will cover general survey to be sent from MCA too, also will cover cocktails for each assoc hosted by MCA

Next meeting February 16, Noon, 3020 Rosemead

**Respectfully Submitted,**

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February 11, 2022

**Dana-marie Tripodi, Interim Secretary**