

Muirfield Heath HOA Board Minutes

February 16, 2022: 9:00 am

Location: 3020 Rosemead

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

David Cohen unable to attend

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 2-16-22)**

Action: Zoom to be set up and instructions to be sent with annual packet **(still open 2-16-22)**

Action - Dana and Yves to meet with Mike Mazur **(complete 2-17-22)**

Action – Dana to set up meeting like 3-15 and run through again before 3-10-22

Action – Dana to create PowerPoint presentation with agenda, budget and other pertinent information

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

Finance Action: Review estoppel documentation and ensure board members can execute should Yves be out of pocket **(Still Open 2-16-22)**

Finance Action: Update authorized signers on bank account, remove former officers **(Still Open 2-16-22)**

Finance Action: Yves to contact Cavanaugh to determine if 2021 billing variance is an error or can be substantiated **(Still Open 2-16-22)**

Finance Action: Increase quarterly assessments by \$50 starting with the Q3, Dana to notify Cavanaugh mid Q2. **(DONE)**

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 2-16-22)**

Finance Action – Dana to contact Charlotte Morganti to advise of her of increase in quarterly fees of \$50 (timing will be mid Q2) **DONE**

Pool Action: David and Ken to lead an overall evaluation of the pool, to include codes/compliance, equipment and structure **(Still Open 2-16-22)**

- They will meet with commercial experts and bring their findings back to the board so work can be prioritized and appropriately budgeted.
- **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: 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 **(Still Open 2-16-22)**
- **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 (**complete will meet with agent in future**)

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 2-16-22**)

Comcast Action: Ken has a name and email address for Comcast contact, Nicky Mello, will request a copy of our contract and evaluate situation, may have to stay with Comcast until 2025 (**still open 2-16-22**)

Other Meeting Notes:

Budget – Final changes to be made and we will review and approve for publication on 2-22

Annual Meeting agenda – to be nailed down on 2-22-22

Dana and/or Ken will bring David up to speed

Next meeting February 22, 9 am, 3020 Rosemead

Respectfully Submitted,

February 21, 2022

Dana-marie Tripodi, Interim Secretary