

## Muirfield Heath HOA Board Minutes

May 13, 2022: 9:00 am

Location: 3020 Rosemead

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

### Updated Action Items (items listed below as complete will be removed from next update):

Finance Action: Review Declaration of Restrictions so we can discuss and vote on change to late fees, Dana/Ken

Finance Action: Review estoppel documentation and ensure board members can execute should Yves be out of pocket - 5-13-22: **Complete, Yves sent example to board members**

Finance Action: Update authorized signers on bank account, remove former officers, **5-13-22: Yves to set up meeting, 6-2-22 Ken is collecting what is needed and meeting with bank mgr, also need a new account, Ken learned checking has no fees. Will point new acct to GL # that ties to reserve.**

Finance Action: Yves to contact Cavanaugh to determine if 2021 billing variance is an error or can be substantiated – Dana spoke to Terry Booth on 5-11-22 and she said credit is coming back, **5-13-22: will require follow up in meeting with Cavanaugh, COMPLETE – reconciled with Charlotte, charged \$4600 for full year as expected.**

Finance Action - Dana to send Yves information so that Mark Pulawski can be reimbursed \$100 for removal of palms – **Complete, sent 5-15-22, Was check cut to the Pulawskis?**

Finance Action: Dana to send letter of increase via email or reg mail to HOAs by end of month, 5-31 – **Letter sent 5-15 via email, a handful by regular mail, COMPLETE**

Finance Action – Dana to contact Charlotte Morganti or Terry Booth to advise Cavanaugh of increase in quarterly fees of \$50 - Both Yves and Dana contacted Cavanaugh – **5-13-22: Complete**

Directors' Requirements Action: Dana and Ken to comply – either attend Becker class or attest to full read of by-laws **(Ken done, Dana - Still Open for Dana 5-15-22)**

**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.
- Action: Review bids and select contractor during next meeting

**Contract/Landscape 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

- Finance 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 - **5-13-22: David to reconcile, 6-2 Yves believes that the extra payment in 2021 was due to timing of Dec 2020 payment, we will reconcile with AP output when we get it to be sure.**

Contract/ Insurance Action: Ken to review HOA insurance policy, provide his perspective to board **(complete, will meet with agent in future before next year's invoice, this will stay on our list until meeting with agent)**

Insurance Action: Yves is monitoring and paying the HOA insurance policy yearly, need back up, board to discuss further, Cavanaugh may be an option - **CLOSE discussed on 6-2 with Cavanaugh, Will stay with Yves, Cavanaugh is only handling reoccurring payments.**

### **Board Meeting, 5-13 discussion:**

Meeting called to order, 9:05 am

Quorum certified by Secretary

- Ken Ludwig, David Cohen, Yves Prechac, Dana Tripodi, Cliff Fromm in attendance

Minutes from last meeting reviewed/motion to approve/ approved 5 to 0

### **Committee Reports**

#### **Treasurer's Report:**

Pick up mail 1X per week and give to Yves – Dana and Ken to cover

Florida State site has not yet been updated with directors' names, could hold us up with the bank

Change in signatures, Yves to make appointment with bank, 5720 Fruitville Road

Delinquent Accounts Receivable – Anthony Chapman/2945 Heatherbow, \$1100; Emma Block/ 2980

Heatherbow, \$550; Patrick Duffer/3010 Rosemead, \$450 (partial payment of \$100)

- Emails to be sent to delinquent homeowners, Dana to send
- Motion to change late fees: \$25 late 15 days, \$50 late 45 days, \$100 late 75 days plus certified letter, \$100 every 30 days after, don't charge interest on late fee, \$1,000 max on late fees, lien is executed when there is \$1000 of late fees, no voting privileges during delinquency
- Motion postponed until next meeting until Declaration of Restrictions is reviewed

Yves working on shared access for all board members to all docs

New homeowner at corner of Ringwood/Heatherbow – Yves to send email and phone numbers to Dana and Ken

Cavanaugh Meeting (Ken, Dana, Yves 10 am May 26), Agenda: billing variance 2021, signatories, emailing invoices, reconciliation of Fields of Gold/ AP dup payments, Delinquent AR, change in accounting method/reserve, monthly reports produced and distribution points

#### **Contract Review:**

Ken spoke to Mike Mazur, David Cohen still waiting on vendor list

David to reconcile Fields of Gold – our overpayment to Ramone, Yves received info from Ramone's accountant

#### **Pool:**

3 proposals and estimates for pool and beam, 1 more to come

Dana and Ken to review Dolby Decking stained deck solution, field trip to see

Ken's Proposal: Resurface, Beam in travertine/stone like (select color), tile inside, Dolby decking solution

Cliff notes that if a cover is to be considered in the future we must think about new handrails

Ken to follow up on duck remediation

Lamp post – obtained by Ken and will be painted and installed, all other will be painted too

#### **Communication:**

Newcomers package to be completed by next meeting and shared with Board  
Data sheets updated with emails, phone etc. , mailing to all with no email  
Midyear Newsletter: new officers, new late policy, palm tree update, happy news, welcome new homeowners , calendar of all board meetings

Next meeting: Wednesday, June, 8 am, 3020 Rosemead, dial in to be provided

**Respectfully Submitted,**

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May 13, 2022

**Dana-marie Tripodi, Secretary**