

## 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 and Ken reviewed, need to have discussion with entire team, on how to proceed, also need to understand if collection policy was ever filed with county, ask Cliff – **6.8 Dana to call Becker and find out how to change collection policy to escalating fees**

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.**

Pool Action: David and Ken to lead an overall evaluation of the pool, to include codes/compliance, equipment and structure

Action: Ken to talk with Greg Dolby about the outside beam (vertical) and what he might do vs. tile then talk with Signet about a tile credit if the Dolby alternative will work best.

Action: Meet with Dolby and Signet (Dana/Ken) to pick colors and sign contracts

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.**

Finance Action: Cavanaugh Follow Ups: Cavanaugh to reclass "contingency reserve" to operating cash (Charlotte), Cavanaugh to make entry for 4.5% of all collections to reserve each quarter/ balance stays in op cash, Ken to update signatories with bank, Ken to open new checking account for reserve and link to other accounts so we can transfer to checking to pay for pool, determine long term penalty policy for late payments and describe to Cavanaugh so they can execute any changes decided, determine policy on emailing invoices rather than mailing (one or the other), Dana to call partner to determine date of last audit.

**Board Meeting, 6-8 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****Treasurers Report**

11k moved to op cash from CDs

Motion Made, Motion Approved, 5-0: to open new checking next Monday, June 14, move 3 additional CDs to this account and 11,340. that was previously moved to operating cash, signors to be updated to Yves and Ken only on this account, account number is linked so that Cavanaugh can deposit and transfer Monday, June 14, Ken will have signatories updated on regular operating cash checking

**Contract Review:**

Added liability policy from Auto Owners to accounting procedures

Added Becker to accounting procedures

No contract with Brescia, do we need indemnification

**Grounds and Maintenance:**

Yves to send [REDACTED] a post card to clean up dead branches on palm, Yves to pay \$50 if it comes down

David performed precursory rec on Fields of Gold still needs contracts and invoices for 2019, 2020 and 2021, Ken to look for contracts and Dana to get invoices from Cavanaugh/Terry

**Pool:**

Follow up on duck remediation: We will try the owl. Ken will look on Amazon for a solution.

Lamp post – obtained by Ken and will be painted and installed, all other will be painted too, Ken to let us know when he needs help.

Ken's Proposal from last month: Resurface, Beam in block (select color), tile inside, Dolby decking solution

- Motion for Signet and Dolby #3: All in favor 5/0

Ken's working spreadsheet for pool discussion:

2022 Muirfield Heath Swimming Pool and Deck Renovation												
Company	Pool - standard quartz plaster	pebble plaster	Warranty	Coping	hollow areas	Delamination	LED's	double row bullnose	pavers/Deck	pavers on riser	Extras	Remarks
Sparkling Kleen	17,920	3,350	10 yr, life w/ pebble	tile	2.50/sq ft max 3,350	unspecified	1,095	9,120	23,450	2,520		25% due @ signing, 35% upon material delivery, 35% ready for interior finish, 5% with pool H2O
Water Club of America	17,000				extra if over 25%	1.00/sq ft over 20%	600 (?)	6,500	23,000	unspecified	waterline, gutter & step tile \$8,300, depth markers \$300, 2" deco drain \$2,000,	50% due at signing
Galaxy	18,550 for stone scapes regular finish	18,905 for stone scapes mini finish	5 years manufacturer plus 5 years Galaxy	tile	unspecified	unspecified	750	not quoted	not quoted	not quoted	Permit \$, Travertine to top & sides of Beam \$7,150, vinyl ladder \$1,450, Vinyl handrail and bronze anchors \$1,250	33% upon start, 33% on tile install, 34% upon finish; binding arbitration for disputes
Signet Pools	15,736	Sunstone Cove Blue Pearl Pebble surface	Lifetime	tile	included	unspecified	??	not quoted	not quoted	not quoted	4,600 new copin on top of Pool Beam; 14"x28", 1.5-2" thick	25% deposit, 25% @ start, 25% at Deck Completion, 25% at pool finish
Dolby Decking #1										2,871	Pressure wash deck, repair pool beam areas, float bathroom area, repair column areas call all cracks, apply 2 coats stain to repairs and 1 coat to deck	
Dolby Decking #2										6,813	Pressure wash, float bathroom areas, apply bond coat to deck, apply knockdown textures and 2 coats of stain	
Dolby Decking #3										10,219	pressure wash deck, float bathroom area, tape off cracks and expansion joints and apply bond coat, apply stone texture, cut stone pattern incorporating cracks/joints into pattern, apply 2 coats colored sealer, sponge accent colors & paint grout lines, apply clear coat with shark grip	

**Communication:**

Standard newcomers' package underway, Dana to share next meeting

Data sheets updated with emails, phone etc. , mailing to all with no email, Dana to call

Midyear Newsletter: change to make to draft to include queen palm exception and ask for volunteers for all areas, resend draft to board and then send to HOs immediately following July 4

Website – Invite contractor to next meeting for overview and update, we need to be able to upload

Next meeting: July 14, 9 am, 3020 Rosemead, we will dial in David

**Respectfully Submitted,**

June 8, 2022

**Dana-marie Tripodi, Secretary**