

## **Muirfield Heath HOA Board Minutes**

**July 18, 2022: 9:00 am**

**Location: 3020 Rosemead**

**Participants: Yves Prechac, Ken Ludwig, Dana Tripodi, David Cohen (Cliff on vacation)**

### **Board Meeting, 7-18 discussion:**

Meeting called to order, 4:40 pm

Quorum certified by Secretary

- Ken Ludwig, , Yves Prechac, Dana Tripodi in attendance, David by phone

Minutes from last meeting reviewed/motion to approve/ approved 4 to 0

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

**Finance Action:** Team will contact those that short paid and waive \$25. All that did not pay at all will be charged late fee. Yves will review the delinquent receivable on 7-26.

### **Communication Action:**

Send newsletter, Dana

### **Pool Action:**

Ken to sign pool contract and drop off 10% deposit. 40% will be due on day work starts.

Dana and Ken to meet with Dolby decking and secure contract, Ken to sign and provide deposit.

**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)**

### **Finance Action:**

Cavanaugh Follow Ups: to make entry for 4.5% of all collections to reserve each quarter/ balance stays in op cash, to determine date of last audit.

Finance Action – Dana to email Teri Booth for Fields of Gold invoices. David to reconcile once these are secured. In addition, Ramone's contract needs to be reviewed – scope of work.

## **Committee Reports**

### **Treasurers Report**

Cavanaugh has reclassified the account we discussed when we were there, they have also recorded the reserve

We still need Terri to supply Field of Golds invoices

Short paid homeowners will be given 7 days to pay and contacts by Yves, Dana, or Ken, \$25 waived

Yves asked that we let him review the non- payment list again on Tuesday before sending any letters

**Architectural Committee:**

Yves working with homeowner that put up fence without approval.

**Contract Review:**

David to review scope of work for Field of Gold

**Grounds and Maintenance:**

Palms – we had voted not to trim anymore palms, including cabbage palms. These will now be addressed by the Standards Committee. Sandy Truman will be contacted to send notice to homeowners.  
Invoices from Ramon

**Pool:**

Work to begin early November and take 3-4 weeks  
Dead bird smelling up pool

**Communication:**

Standard newcomers' package underway  
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  
Website – Invite contractor to next meeting for overview and update, we need to be able to upload

**Website:**

Next meeting we will talk about website

Next meeting: August 22 at 9 am, 3020 Rosemead

**Respectfully Submitted,**

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July 18,, 2022

**Dana-marie Tripodi, Secretary**