

## **Muirfield Heath HOA Board Minutes**

**October 27, 2022: 9:00 am**

**Location: 3020 Rosemead**

**Participants: Yves Prechac, Ken Ludwig, Dana Tripodi, David Cohen**

### **Board Meeting, 10-27-22 discussion:**

Meeting called to order, 9:10 am

Quorum certified by Secretary

- Ken Ludwig, , Yves Prechac, Dana Tripodi, David Cohen

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

### **Committee Reports**

#### **Treasurers Report**

- Action : Dana to follow up with Cavanaugh on audit requirements, 4.5% reclass, invoice copies for Fields of Gold, determine if they can insert with invoices
- Action : Yves to resend all names and billing addresses to Terry and Cavanaugh team
- Ending Balance: \$38,600 and Reserve of \$37,500, total \$76,100
- Action : Collect short paid invoices: Roe, Rose, Dawler
- Action : Collect unpaid Quarterly Fees: [REDACTED]

#### **Architectural Committee:**

- Submissions in line with what we expect, Chapman basketball hoop to remain
- Action: Ken to speak with Sandy to stop postcards to Chapman

#### **Contract Review:**

- Action: David to review scope of work for Field of Gold
- Action: Ken and David to review HOA insurance policy, provide his perspective to board

#### **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
- Action: David to notify Ramon that contract will not automatically renew, month to month until new contract and new scope of work are complete
  - Ken suggested removing pesticides and herbicides from scope of work
  - Dana suggested adding pool to scope of work
- Action : Dana to call Marguerite to determine what we owe her and when she has cleaned

**Pool:**

Work to begin November 18 or earlier and take 3-4 weeks

Action: Dana and Ken to select new lamp post heads and fans

Action: Electrician to be engaged for bad post and to change heads and hand fans

Action: Ken ensuring Dolby and Signet are meeting our insurance requirements

Action: Ken to get deposit of 10% to Greg Dolby

**Communication:**

Standard newcomers' package underway

Action: Dana calling all with no email

Action: Midyear Newsletter: Dana to send

**Website:**

Muirfieldheath.com is domain (June 2023), \$20 per month; Web host is Host Gator, \$200/yr (2024),; current site coded with Drupal 8 and unsupported

Yves suggested that we use Word Press to build and Mail Chip to communicate

Action: Phil will put together recommendations for next meeting

Motion to hire Phil to create new site, in favor 4 to 0

Action: Yves to pay \$125 for Phil's first half

**Respectfully Submitted,**

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October 26, 2022

**Dana-marie Tripodi, Secretary**