

**Muirfield Association, Inc.**  
**Minutes of Board of Directors Meeting**

Meeting Date: May 24, 2017

Meeting Place: Muirfield Association Office  
8372 Muirfield Dr., Dublin, OH 43017

**1. CALL TO ORDER**

Meeting called to order at 4:30 p.m. by Board President Michael Grodhaus. Directors attending: Marilee Chinnici-Zuercher, Chris Curry, Diana Evans, Robert Fathman, Rory Gaydos Mr. Grodhaus, Paula Linehan, John Reiner and Michael Russell. Staff attending: Walter Zeier, and Chris Carter. Legal Counsel: Jeffrey Kaman. Others attending: Grounds & Facilities Committee representative, Pam Ellinger. Residents: Ron Kramer, Art Rentzsch, Rob Carlisle, Kyle Lucas, Warren Fishman, Tom Oleksa, and Elsa Kayuha.

**2. MINUTES OF LAST MEETING**

The minutes of the March 15, 2017 meeting of the Board of Directors were sent via email earlier in the week. Mr. Fathman moved to approve the minutes of the March 15, 2017 Board of Directors Meeting, Ms. Linehan seconded the motion. All were in favor. Motion passed.

**3. OLD BUSINESS**

Mr. Zeier updated the group on the progress of the office/maintenance facility expansion. Mr. Grodhaus asked an estimated date of completion. Mr. Zeier reported construction should be completed by late August, 2017.

Mr. Zeier reported the shade sails are installed at both Glick Rd. and Holbrook pools and new basketball equipment has been installed at both recreation complexes. Mr. Zeier reported tennis court resurfacing at the Holbrook recreation complex is nearly complete; he expects completion of the tennis and pickle ball courts to be complete by the second week of June, 2017.

Mr. Fathman asked if both pools are still leaking. Mr. Zeier reported the Glick Rd. pool is no longer leaking, but the Holbrook pool has just started to leak. Mr. Zeier believes the location of the leak has been identified, but will wait until the pool season is over before making repairs. Discussion followed.

**4. OFFICERS/MANAGEMENT/LEGAL REPORT**

**General Manager's Report:**

Mr. Zeier reported a request that ballots be tabulated by a third party in future Board of Director elections. Mr. Grodhaus recommended that ballots be sealed and tabulated by a third party to ensure privacy until announcement of election results is made at the annual meeting. Ms. Chinnici-Zuercher recommended that more research into third-party oversight, including costs, is needed before making a decision. Mr. Gaydos recommended researching voting platforms other than the current one used for elections. He also suggested that a request for email updates be included in the annual dues invoice. Discussion followed.

**Financial Report:**

Mr. Zeier presented Profit & Loss Statement. Discussion followed.

**Presidents Report:**

Mr. Grodhaus reported earlier discussions held between the Board of Directors, Mr. Kaman and Mr. Zeier regarding oversight of the Association Treasurer's position to ensure financial accountability. Mr. Grodhaus presented the following recommendations:

- Increase insurance policy to protect the association from theft.
- Create a subcommittee for financial oversight; the Subcommittee to be comprised of three Directors.
- Treasurer shall be Chairperson of the Subcommittee.
- Separation of Treasurer and Management.
- Checks over a specific monetary amount shall be signed by an officer of the Board of Directors.

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- Subcommittee shall have pre-audit meetings with auditors and management.
- Adopt a policy for rotating auditing firms every five years.
- Subcommittee shall oversee hiring of auditing firms.

After discussion, Mr. Fathman moved to approve the creation of a Finance Committee. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion passed.

Mr. Kaman will draft the Finance Committee Charter to be presented at the September 20, 2017 Board of Directors meeting.

5. **NEW BUSINESS**

Mr. Grodhaus opened discussion to appoint members to the Muirfield Grounds & Facilities Committee, the Muirfield Social Activities Committee and the Muirfield Civic Action Committee.

- Mr. Fathman moved to appoint Louis Burns, Pam Ellinger, Mark Ransom, Ray DiRossi, Lonnie McLaughlin, Alesia Miller, Pat O'Loughlin, Kyle Lucus and Valerie Brown as members of the Grounds and Facilities Committee. Ms. Evans seconded the motion. All in favor. Motion passed.
- Mr. Curry moved to appoint Kevin Ledford, Becca Wlekiński, Mindy Miller, Kristina Ledford, Julie Smith and Ray DiRossi as members of the Muirfield Social Activities Committee. Mr. Reiner seconded the motion. All in favor. Motion passed.
- Mr. Grodhaus moved to appoint Tom Oleksa, Charlotte Coomer, Mike Grodhaus, Eva Cioffari, Robin Miller, Michele Fortson, Christy Kuret, Barry Halpern, Debbie Gibson, John League, Paula Linehan, Tanya Mathew, Greg Beswick, Rob Carlisle and Bob Fathman as members of the Muirfield Civic Action Committee. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion passed.

Mr. Grodhaus recommended that the Muirfield Association By-Laws be reviewed by the Board of Directors and include resident feedback for possible changes. The proposed changes would be voted upon at the 2018 Annual meeting.

Ms. Linehan asked if the Muirfield List will be posted on the association website. Mr. Kaman stated the Muirfield List can be posted in the member's area of the association website provided a disclaimer is posted with the list.

6. **COMMITTEE REPORTS**

**Grounds & Facilities Committee:**

Ms. Ellinger reported the committee proposes to distribute a homeowner's survey to be distributed by the end of August, 2017. Mr. Zeier will provide a copy of the prior survey for members' reference; more discussion to be held at the next meeting. The committee is continuing to explore replacing the existing Muirfield street signs. A possible sign option will be ready for review at the June 26, 2017 meeting.

Ms. Ellinger asked if there is interest in engraving the Muirfield Village Golf Club emblem on the south entrance stone wall. After discussion, Mr. Fathman directed Mr. Zeier to contact the Muirfield Village Golf Club to inquire if the club is interested in the project and would pay for the engraving.

**Civic Action Committee:**

Mr. Fathman reported work will begin of the Brand Rd/Avery Rd. roundabout after the Memorial Tournament. Also, work will begin on the bridge over Glick Rd. on June 12, 2017; the bridge will be closed for at least three weeks.

**Social Activities Committee:**

Mr. Fathman reported on behalf of the committee saying the Muirfield Fishing Derby will take place on August 20, 2017 at 3:00pm, at the Holbrook Recreation complex.

**Design Review Report:**

Mr. Zeier presented the list of plans the Design Control Committee reviewed March through April 2017. Since January 1, 2017, 245 requests have been reviewed by the Committee. Only 27 of the 245 request were disapproved. Disapprovals were generally due to lack of information. After revision, 20 of the 27 requests were approved, leaving only 7 requests that are still disapproved.

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Mr., Zeier showed examples of various materials that are approvable and not approved. He explained and demonstrated what makes the items different and what criteria the committee uses in determining acceptable materials to fit our design standards. Mr. Gaydos asked about the appropriateness of composite deck railings. After discussion, Mr. Zeier was directed to review the standards for deck railings with Architect, Rich Taylor, to clarify the standards regarding using composite materials for deck railings.

**7. ELECTION OF OFFICERS**

Before election of officers, Mr. Grodhaus resigned his position as Director due to increased job duties. Mr. Grodhaus thanked the residents and fellow board members for the honor and privilege of serving on the Muirfield Board of Directors. At this time, Mr. Fathman presided over the meeting.

Ms. Chinnici-Zuercher nominated Robert Fathman as President, Mr. Reiner seconded the motion. All in favor. Motion carried.

Mr. Fathman nominated Diana Evans as Vice President, Mr. Reiner seconded the motion. All in favor. Motion carried.

Mr. Curry nominated Paula Linehan as Secretary, Mr. Reiner seconded the motion. All in favor. Motion carried.

Mr. Fathman nominated Marilee Chinnici-Zuercher as Treasurer, Mr. Curry seconded the motion. All in favor. Motion carried.

Mr. Fathman moved to adjourn to Executive Session. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion carried.

Mr. Fathman moved to adjourn Executive Session and to return to regular business meeting. Mr. Reiner seconded the motion. All in favor. Motion carried.

**8. REGULAR BUSINESS**

After discussion, Mr. Fathman moved to appoint Directors Michael Russell, Marilee Chinnici-Zuercher and Rory Gaydos members of the Finance Committee. Ms. Linehan seconded the motion. All in favor. Motion carried. As Treasurer, Ms. Marilee Chinnici-Zuercher will serve as committee chairperson.

After discussion, Mr. Curry moved to appoint Tom Oleksa to fill the vacant Board of Director position to fill Mr. Grodhaus' term, ending in 2018. Ms. Evans seconded the motion. All in favor. Motion carried.

**9. ADJOURNMENT**

Mr. Fathman adjourned the meeting at 8:37pm.

Respectfully submitted,



Paula Linehan, Secretary  
Muirfield Association, Inc.