

Muirfield Association, Inc.
Minutes of Board of Directors Meeting

Meeting Date: November 15, 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 Robert Fathman. Directors attending: Marilee Chinnici-Zuercher, Chris Curry, Diana Evans, Rory Gaydos, Paula Linehan, Tom Oleksa, John Reiner and Michael Russell. Staff attending: Walter Zeier, and Chris Carter. Legal Counsel: Jeffrey Kaman. Other's attending: Muirfield Grounds and Facilities Committee Chair, Pam Ellinger and Muirfield Social Activities Committee Chair, Ray DiRossi, and representatives Kristina Ledford, and Julie Smith.

2. MINUTES OF LAST MEETING

The minutes of the September 20, 2017 meeting of the Board of Directors were sent via email earlier in the week. Mr. Reiner moved to approve the minutes of the September 20, 2017 Board of Directors Meeting, Ms. Linehan seconded the motion. All in favor. Motion approved.

3. COMMITTEE REPORTS

Grounds & Facilities Committee:

Ms. Ellinger presented the Committee report to the directors. Ms. Ellinger discussed the resident survey and reported each committee member will review one or two topics from the survey. Then the Committee will hold an extra meeting on December 6, 2017 to discuss topics so recommendations can be made at the January 18, 2018 Board Meeting. Ms. Ellinger recommended an e-mail blast to be sent thanking the residents for their participation in the survey.

Civic Action Committee:

Dr. Fathman reported an update of the pathway that will connect with the existing city pathway on Glick Rd. east of Muirfield Drive.

Social Activities Committee:

Mr. DiRossi presented the 2018 Annual budget request by the Muirfield Social Activities Committee. After discussion Mr. Oleksa moved to approve the 2018 annual budget, Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion approved.

Mr. DiRossi requested that the board to appoint Muirfield Resident, Matt Salts to be a member of the Muirfield Social Activities Committee. After discussion Ms. Chinnici-Zuercher moved to appoint Matt Salts to the Muirfield Social Activities Committee. Mr. Oleksa seconded the motion. All in favor. Motion approved.

Mr. DiRossi updated the directors on the upcoming Brunch with Santa event. The event sold out in 4 hours. Due to the interest in the event, Mr. DiRossi reported that he is in discussions with the Muirfield Country Club to hold a smaller event the morning of Brunch with Santa. Other members of the committee are seeking out other venues for a second event if the Country Club cannot accommodate the request.

Mr. DiRossi presented a draft of a letter to be sent in an e-mail to the residents requesting monetary contributions be made to the Muirfield Social Activities Committee. After discussion the Board directed Mr. Zeier to send the request with the next e-mail sent to the residents of Muirfield.

Design Review Report:

Mr. Zeier presented the list of plans the Design Control Committee reviewed September 1, 2017 through October 31, 2017. Since January 1, 2017, 535 requests have been reviewed by the Committee. 50 of the requests were disapproved. Disapprovals were generally due to lack of information. After revisions, 30 of the 50 requests were approved, leaving only 20 requests that are still disapproved for not resubmitting or if the request will not be approved.

4. **OLD BUSINESS**

Mr. Zeier presented the cost of background checks to be conducted on newly hired adult association staff. After discussion Mr. Russell moved to conduct background checks on all newly hired adult association staff. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion approved.

Mr. Zeier was directed to present costs to conduct drug testing at the January 18, 2018 Board of Directors meeting.

Mr. Zeier presented two logo designs from the logo subcommittee. After discussion the Board agreed to a new Muirfield Association, Inc. logo design.

5. **OFFICERS/MANAGEMENT/LEGAL REPORT**

General Manager's Report:

Mr. Zeier reported on the results of the Bureau of Workers Compensation (BWC) audit. The representative assigned by the BWC reported that the Muirfield Association, Inc. passed the audit and is in compliance. The representative did note that based on BWC rules and regulations that an employee of Muirfield Association, Inc. is required to be an officer of the Board of Directors.

After discussion Mr. Curry moved for the creation of the officer position of General Manager and to appoint Mr. Zeier to the officer position of General Manager. Mr. Russell seconded the motion. All in favor. Motion approved.

Deed Violation Report:

Ms. Linehan moved to ratify revocation of privileges from those properties where normal notification procedures were followed with no correction. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion approved.

Treasures Report:

Ms. Chinnici-Zuercher presented Profit & Loss Statement and Balance Sheet for the period ending October 31, 2017; there were no questions.

Ms. Chinnici-Zuercher presented the proposed Capital Expenditures Report and the Proposed Operating Budget for 2018. After discussion, Mr. Oleksa moved to approve the 2018 Capital Expenditures Report and the Proposed Operating Budget as presented. Ms. Linehan seconded the motion. All in favor. Motion passed.

Ms. Chinnici-Zuercher presented New Tentative County Tax Values for Franklin, and Delaware County. After discussion Mr. Oleksa moved to reduce the Rate of the Assessment from \$2.25 per \$1,000.00 to \$2.20 per \$1,000.00. Ms. Linehan seconded the motion. Mr. Gaydos opposed. All others in favor. Motion approved

Presidents Report:

Dr. Fathman reported resident complaints with the maintenance facility of the Muirfield Village County Club and the area of its location. After discussion the board directed Mr. Zeier to contact representatives at the Country Club to seek a resolution for the condition of the fence that surrounds the facility and to provide natural screening. Follow up discussion will be at the January 18, 2018 Board of Directors meeting.

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Dr. Fathman opened discussion to form a Human Resource Committee and a By-Law Committee. After discussion Dr. Fathman appointed Directors to the following committees:

- **Human Resource Committee:** Mr. Mike Russell (*Chairperson*), Mr. Rory Gaydos, Ms. Marilee Chinnici-Zuercher, and Dr. Robert Fathman.
- **By-Law Committee:** Dr. Robert Fathman (*Chairperson*), Mr. Rory Gaydos, Mr. John Reiner, with assistance of Legal Counsel, Mr. Jeffrey Kaman.
- **Nominating Committee:** Ms. Diana Evans (*Chairperson*), Ms. Marilee Chinnici-Zuercher, and Mr. John Reiner.

Mr. Oleksa moved to approve the committees and appointments to each committee. Mr. Curry seconded the motion. All in favor. Motion approved.

6. **NEW BUSINESS**

The Board directed the Muirfield Finance Committee and Mr. Zeier to explore additional Capital Expenditures for 2018 and to present them at the January 18, 2018 Board of Directors meeting.

7. **ADJOURNMENT**

Dr. Fathman adjourned the meeting at 8:20pm.

Respectfully submitted,



Paula Linehan, Secretary
Muirfield Association, Inc.