Muirfield Association, Inc.
Annual Meeting

Meeting Date: Wednesday, April 4, 2012

Meeting Place: The Country Club at Muirfield Village
8715 Muirfield Dr., Dublin, Ohio 43017

Administration: Trustees: Chris Curry, Diana Evans, Robert Fathman, Warren Fishman, Michael Grodhaus, Peggy Pace, John Reiner, Scott Streator, Jeff Stucke.
Staff: Walter Zeier, General Manager; Jeffrey Kaman and David Kaman, Legal Counsel; Sue Leonard, Bookkeeper; Sandy Moreland, Office Secretary, Rebecca Brown, Office Support.

Guests: Chris Carter, Pool Manager; Muirfield Swim Facilities
Keith Haigh., Tennis Pro; Muirfield Tennis Program
Mike Russell, Grounds & Facilities Committee
Nicholas LaRocca, and Chris Stiffler; The Muirfield Village Golf Club
Eliott Burke, General Manager, The Country Club at Muirfield
Ken Klare, Resident Representative, Muirfield Design Control Committee
William Keller & Michelle Trimble, Auditors; Pritchett, Dlusky, Saxe & Keller, Ltd.
Arthur Wickerham, Reserve Study Engineer; Criterium Liszkay Engineers, Inc.

Information Session:

- Before the business meeting, Mr. Nicholas LaRocca and Mr. Chris Stiffler, Muirfield Village Golf Club representatives, gave an overview of planned events for the Memorial Tournament, May 31 through June 3, 2012. Mr. Stiffler noted that traffic issues and pedestrian safety are being addressed more thoroughly this year; some gates to the course will be closed to patron traffic throughout the week for exclusive access by CBS TV; the Kinross gate will be a service-only gate; and a new bus pull-off has been constructed at Memorial/Kinross to assist in safer pedestrian access to the course.
- Mr. LaRocca reported that the driving range has been extended and is nearly complete; and diseased Ash trees removed along the course at Dunniker Park will be replaced soon – as time and weather allow.
- Mr. Elliot Burke, Club Manager for The Country Club at Muirfield, welcomed the group to the club and invited the group to enjoy the new food offerings and patio seating at the upcoming Open House, April 29, 2012 and reminded the group of The Bunker Event during tournament week. New projects for the country club include fence changes around the pool, new pool furniture, restroom updates, the no. 6 men's tee re-design and general grounds spruce up.

Call to Order:

- Meeting called to order at 8:00 p.m. by Board of Trustee President, Jeff Stucke. Throughout the meeting, a power point program played describing agenda topics.

Roll Call:

- Mike Russell, a resident, moved to dispense with roll call. Motion seconded by Alesia Miller, a resident. All in favor. Motion carried.

Approval of Minutes:

- Alesia Miller, a resident, moved to approve the minutes of the April 20, 2011 Muirfield Association Annual Meeting. Motion seconded by Vern Pace, a resident. All in favor. Motion carried.

Introduction of Staff, Guests:

- Mr. Stucke introduced members of the Board of Trustees; Office Staff; Legal Counsel; Committee Representatives; Auditors; Pool Manager; Tennis Pro; Civic Association Representative; and Muirfield Village Golf Club representatives.

Swim Report:

- Mr. Chris Carter, Pool Manager, reviewed 2012 swim activities and adjusted pool hours. The Glick Rd pool will close for the season and Holbrook pool will adjust hours for back-to-school on August 26th; swim lessons will be held at the Holbrook pool with a few changes in requirements; and he urged residents to read and understand the pool rules, including the swim diaper requirements and weather alerts.

Tennis Report:

- Mr. Keith Haigh, Tennis Pro, welcomed all residents to the courts for an Open House, 10:00 am, on April 29, 2012. He plans to offer the same programs as in past seasons.

Financial Report:

- Mr. William Keller and Ms. Michelle Trimble represented Pritchett, Dlusky, Saxe & Keller, LLP who completed an accounting of the association's financial records ending December 31, 2011. Mr. Keller highlighted the following points in the statement of operations:
  - the audit gave an unqualified, clean opinion of the organization,
  - the balance sheet indicates few changes from last year,
  - revenues and receipts increased a small amount and expenses were in line with the economic downturn - no dramatic changes.
- In response to a question from a resident about what is meant by uncollected accounts, Mr. Keller explained those are situations where delinquent assessments won't be collected due to sheriff's sales of properties.
- In response to a question from a resident about the excess revenue over expenses and how it relates to the assessment increase and reduced pool hours, Mr. Zeier explained that the trustees used the best assessment receivable projections available to them when the operating budget was voted on in November; updated tax values were not received until December; income and expense projections determined from a reserve study indicated that the increase in assessment and other cost-cutting measures, such as pool operation hours, were necessary to accommodate the amount of reserves the association is legally required to maintain.
- In response to a question from a resident about where association funds are banked, Mr. Zeier said the board of trustees determines the need to divide and distribute the funds to multiple institutions for total FDIC protection.

Legal Report:

- Mr. Jeffrey Kaman and Mr. David Kaman represented the association's legal counsel, Kaman & Cusimano, LLC. Mr. Jeffrey Kaman reported that his firm works solely with homeowner's associations and are experts in the field. He noted that great effort has been shown by office staff and board members working toward the good of the community. The board members are directed to follow specific sets of rules for homeowners' associations established by the state of Ohio in 2011, The Planned Community Act, a statutory framework for association operations and protection for homeowners and residents. Following the statutes, Kaman & Cusimano have found that Muirfield's rate of delinquencies is below the state-wide averages. To keep the association solvent, each property owner must pay their fair share, when that doesn't happen, the rest of the residents shoulder the difference. Kaman & Cusimano is taking aggressive steps to see that all homeowners pay their assessments.
  Kaman & Cusimano is also aggressively pursuing enforcement of the deed and design standards. A new violation notice procedure (that follows the Planned Community Act) is being enforced by Association board members and staff. A monetary enforcement assessment encourages response and correction in most cases.
- In response to a resident's question concerning stronger methods (than taking away pool access) the association can take to get neighbors to maintain their yards, Mr. Kaman explained the revised deed violation notification procedures, the association's ability to levy administrative fees for non-compliance, and foreclosure procedures. Mr. Zeier encouraged residents to contact the City of Dublin's Code Enforcement Department for assistance with yard maintenance complaints as the city has a faster reaction time and strong penalties for non-compliance.
- Mr. Kaman said his office will be reviewing updated, revised design standards once the information is compiled by Muirfield Association office staff. The intent is to preserve and protect the architectural harmony in this community.
- Kaman & Cusimano will be guiding the Association in following the statutory obligation to fully fund reserves - amounts necessary to replace/repair common elements such as pools, roofs, buildings, fences, vehicles, etc. owned by the Association. Mr. Kaman said the main goal of the reserve study recently completed was to understand the amount of money needed to fund these items over the next 20 years. In making difficult budget decisions, the board of trustees' main goal is to maintain, preserve and protect Muirfield Village at the highest quality standards.

Reserve Study Report:

Mr. Arthur Wickerham, represented Criterium Liszkay Engineers. At the direction of the Muirfield Board of Trustees, Criterium Liszkay Engineers performed a reserve study with the intent to comply with the 2011 law that directs homeowners associations to be fully funded.

Reserve Study Report, cont'd.:

- Mr. Wickerham said the reserve study was done to identify how much money is needed to put aside for capital items needing to be replaced and/or repaired over the next twenty years, such as: wood fences, bridges, gazebos and roofs; asphalt paths and parking lots; maintenance, office and pool buildings; pool furniture and heating equipment; maintenance equipment and vehicles; pools and playgrounds; trees and lakes; stone entrances, signage and erosion control, etc. The reserve study shows that $2.8M is needed to be set aside to maintain these items over the next 20 years; no calculations were made for unknown inflation or interest amounts. Mr. Wickerham said that overall, the Association has done a fantastic job in maintaining the properties.
- In response to a question from a resident about how the Association is going to make up the difference in what is needed to be fully funded, Mr. Zeier said the trustees are being forced to make difficult decisions to cut expenses, especially realizing that some capital items are at the end of their life and need to be replaced soon. The trustees took these facts into account when they made the decision to increase the annual assessment to $2.25 per $1,000. The reserve study will be updated periodically, taking into consideration adding new amenities and changes as years go by.

Grounds & Facilities Committee Report:

- Mr. Mike Russell introduced committee members and highlighted committee recommendations from the past year, including: adding a shade trellis at the Holbrook Pool; replacing awnings and adding irrigation at the Glick pool area; constructing an adult swing at the Holbrook playground; and installing a dog waste container along the path at the Holbrook Recreation Complex.
- Mrs. Sheila Reiner, a resident, concerned about pedestrians crossing Glick Road to get to the Glick Road pool, asked what can be done to improve safety at this crossing. Mr. Russell and several trustees responded that this is a city street, the Association has been in conversations with the city representatives about this concern and noted that several solutions have been explored. Mr. Fathman said he would contact Dublin's Engineering Department once again and will respond to Mrs. Reiner with the information. Mr. Zeier offered that there is a Muirfield path about 200 yards west of that intersection that accesses an under-road tunnel where pedestrians can get across the road safely.

Design Control Committee Report:

- Mr. John Reiner reported that the Design Control Committee has reviewed over 455 plans this past year. The committee's criteria follows the deed and design standards, looks for enhancement of the property, requires detailed drawings to fully understand the intent of the application, looks for character and architectural interest of the project, and reviews how the project relates to the neighborhood.

Design Control Committee Report, cont'd.:

- Mr. Reiner noted that printable design guidelines and applications have been added to the association's website. Since offering the free architectural service where Mr. Reiner or Mr. Taylor visit on-site with residents, poorly-designed plans have turned into positive enhancements to Muirfield properties. He said the main problems they continue to see are sub-standard or inappropriate materials; non-professional designs, sub-standard construction and poor workmanship. Finding quality contractors is imperative for quality finished projects.

President's Report:

- Mr. Stucke provided an overview of accomplishments from the past year and goals and cost-cutting measures planned for this year.

  Accomplishments:
  - added trellis screening at Glick Rd pool
  - added trellis screening at Holbrook pool
  - installed air hand-dryers at pool restrooms
  - installed adult swing at Holbrook playground
  - replaced a large portion of concreted decking and all underwater pool lights at Glick pool
  - replaced electric panel at Glick pool
  - purchased new lifeguard chairs
  - constructed three stone entry signs
  - rebuilt four pathway bridges
  - repaired/rehabbed pool furniture, in-house, which was a large winter project done by association maintenance staff

  Goals for 2012:
  - continue to reduce accounts receivable & outstanding assessments
  - continue monitoring treatment/replacement of Ash trees.
  - revise/update design standards
  - replace aging irrigation at Glick Road pool
  - replace pathway bridges
  - complete reserve study
- Mr. Stucke thanked the residents for their cooperation and appreciation of the trustees' efforts in remaining financially responsible while providing the best services possible in the current real estate market.
- Mr. Stucke thanked outgoing Board of Trustee member, Scott Streator, and Grounds & Facilities Committee members, Kevin William and Doug Smith, for their years of service to the residents of Muirfield Village.

Trustee Election:

- Mr. Stucke announced the results of the Board of Trustee election. The following persons will serve three-year terms: Chris Curry, Michael Grodhaus and Paula Linehan.

Committee Election: - Mr. Stucke announced the results of the Grounds & Facilities Committee election. The following persons will serve a three-year term: Tom Oleksa, Rory Gaydos and Mike Russell.

New Business: - Mr. Fathman announced that American Electric Power is continuing to fix and update the electrical problems in the northeast area of Muirfield Village.

Adjournment: - Mr. George Bell, a resident, moved to adjourn the meeting. Mr. Dick Zuber, a resident, seconded the motion. All were in favor. The meeting adjourned.

Respectfully submitted by:

Walter Zeier, Secretary/Treasurer
Muirfield Association, Inc.