

**MINUTES OF THE BOARD OF DIRECTORS MEETING
FAIRFIELD AT BOCA MASTER HOMEOWNERS ASSOCIATION, INC.
HELD ON WEDNESDAY, DECEMBER 7, 2016 6:00 PM, IN THE CLUBHOUSE**

Joe Jaffe called the meeting to order at 6:00 PM. The meeting was properly noticed.

ROLL CALL

Those members present were Joe Jaffe, President; Coleen Ray, Vice President/Treasurer, David Gross Secretary, Karen Kintner Director and Michael Amato Director. Also present from Residential Management Concepts, Inc. was Suzette Lewis.

APPROVAL OF MINUTES

Karen Kintner made a motion to approve the minutes from the last board meeting held on October 20, 2016. Seconded by Coleen Ray. All in favor. Motion Carried.

FINANCIAL REPORT

There is currently \$82,974.38 in the Operating Account and \$53,950.38 in the Reserves Account with and Unaudited Total of \$136,924.76. The financials look in good shape the Master Association is finally being paid back some monies owed from a unit in Carriage Houses as well as money from a settlement agreement from a unit in Townhomes II. Karen Kintner made a motion to approve the financials. Second by Coleen Ray. All in favor. Motion carried.

OLD BUSINESS

Light Fixtures

A discussion began about the light fixtures around Fairfield. The board was previously presented with a demo of a light fixture that suits Fairfield very well. The fixture is an LED fixture and would not only brighten up the main streets in Fairfield but also cut down on electrical costs and the cost of the existing expenses for the bulbs on the current fixture. There are 115 light poles throughout the entire Fairfield excluding Grand Fairfield. The poles in Grand Fairfield are much different and taller and the fixture that the board wants to now use will not fit those poles. The new fixture that is in consideration is approximately \$1,000 to install for fixture and labor. The Master Board must address the dark streets in Fairfield and this may be the best option. The vendor will put together a proposal in 2017 and at that time a discussion will continue as to the installation of all fixtures in Fairfield on the Master property or possibly if the sub associations want the fixtures in their development.

Back Pool Tiles

A discussion began about the damaged tiles inside of the back pool. The board has been informed to make several attempts to contact the company the originally installed the pool for the repair but no response. The current pool company has also looked at the tiles and states that this is big job and needs to be addressed as soon as possible. A proposal was presented from Hartzell for the repair of the coping tiles inside of the back pool for \$12,545.00. The tiles on the inside of the pool around the coping are coming off and the concrete as well. The board feels that this is a project that is priority and must be taken care of especially for safety reasons. Mike Amato made a motion to approve the proposal. Seconded by Coleen Ray. All in favor. Motion carried. The board would like to have the repairs to begin in January of 2017.

Doc Revisions

The board was presented with a copy of the doc revisions from the Attorneys Office. Although the holidays are around the corner Joe Jaffe would like for the board to look at all of the proposed revisions and see if there are any issues that they would like added to the doc or taken away. The board would like to table the doc revision until after the holidays so that everyone has time to review and discuss again at a later date.

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Crocker Center

Joe Jaffe began to explain some of the plans proposed by the Crocker Company in regards to the plaza next to Fairfield. There is another meeting this week with Crocker Center with Joe Jaffe, and the Presidents of Paradise Palms and Fairfield Gardens to go over additional plans for the communities. Once the meeting has happened Joe Jaffe will give an update at the next Master Board meeting.

Property Managers Report

Suzette Lewis began to discuss all that has been happening around Fairfield. The holiday lights have been installed and turned on, the beautification of the front entrance and pool are complete, all gate arms are operational, and the rover is working out well. The back pool will be closed for the next week due to repairs on electrical wires inside of the pool lights and the irrigation company has been fixing a number of issues throughout Fairfield.

NEW BUSINESS

Guest Passes at the Gatehouse

A discussion began about the need to have a system that will identify guests when they are in Fairfield. Meetings have been held with SafeHouse in establishing a system to identify visitors when they come on property. Each time a guest comes to the gatehouse, they will be given a pass that identifies what community they are visiting, the date, license plate number and the directions to the home they are going to. Dawn will be updating the system to have all directions correctly in the system. The visitor will be given a pass to put in the windshield of their car. This will make it easier for the rover to identify any parking violators. This system should be in place by the end of January 2017.

Management Company

A discussion began about the relationship with the Master Association and the management company. Joe Jaffe would like to go on record stating that there has been a long lasting relationship with Residential Management Concepts and Fairfield. The management company has worked closely with the Master Association as well as the majority of the communities throughout Fairfield to maintain a long standing relationship with one another. It is the opinion of the Master Board that the management company and the onsite office has had a great relationship throughout the years and have worked together long and hard to ensure that Fairfield is running smoothly. The Master Board feels that it would not be possible without Residential Management Concepts to maintain Fairfield as it has all of these years in a successful manor.

Right Lane turn only lane

A discussion began about the traffic leaving Fairfield. The board feels that it would be a good idea to change the exit lanes to the following. When leaving the community the right exit lane must be made a right lane only lane. Currently the right lane is for right turns and straight. This is backing up traffic. It is being proposed that when leaving the community the left lane is left turn and straight. This will be done in hopes to alleviate traffic.

Front entrance staining proposal

The conversation began about the worn concrete at the front entrance. The board would like to have the front entrance looking better. A proposal was presented from Hartzell for \$12,931.00 to vapor blast and stain the concrete at the front entrance. The process of vapor blasting is environmentally safe and cleans and removes paint and debris for the concrete. When that process then the area will be stained to the color of choice by the board. The board feels that this is a much needed project but will hold off on approving since the more pressing need at this time is to repair the back pool. The board will consider this proposal at a later time in 2017.

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Tot Lot fence repair

A proposal was presented for Hartzell to repair the damaged and broken gate at the tot lot for \$1,810.00. There has been a lot of vandalism at the tot lot and with the lack of cameras in that area it is difficult to identify who is doing the damage. Joe Jaffe has met with SafeHouse in getting pricing for new cameras to be installed at the back of the community that will enable a clear view of the tennis court as well as the tot lot. Coleen made a motion to approve the proposal. Seconded by Joe Jaffe. All in favor. Motion carried. The board would like for this repair to be scheduled as soon as possible. This repair is needed because it is a liability to the community if anyone gets hurt.

Trick or Treat hours

A discussion began about Halloween and the trick or treating hours in Fairfield. The discussion continued to see if it is possible to mandate trick or treating hours in Fairfield for 2017. Some communities only allow trick or treating from 5-9 and it is proposed that Fairfield consider the same measures. The discussion continued and the subject will be tabled for now.

Engineer Report

The evaluation from the engineer has finally been completed. The engineers are in the process of making separate packages for each sub association so that they can have a copy of their evaluation per subdivision. In total there is approximately \$525 thousand dollars' worth of work needed in Fairfield. Two options have been given in the evaluation one of which is a temporary fix for 3-5 years and the other is a more permanent fix. According to the engineer there are no streets within Fairfield that do not need a complete redo. The engineers report will be discussed at the President's Advisory Council Meeting and from there each sub-association will have an idea of what to expect.

In 2017 the two major projects that need to be considered will be the light fixture and the roads. All of these projects are necessary to keep Fairfield looking good and safe for all residents.

There was no further business addressed by the Board, Joe Jaffe moved to adjourn the meeting; seconded by Karen Kintner. All in favor. Motion carried. The meeting was adjourned at 6:40 PM.

Respectfully submitted,
On behalf of the Secretary,
The Board of Directors,
Fairfield at Boca Master Association, Inc.