

Fairfield at Boca Master Meeting

Minutes of January 25th, 2017

Board Member Present

Joe Jaffe- President
Coleen Ray- VP/Treasurer
David Gross – Secretary
Karen Kintner – Director
Michael Amato –Director

Bill Haas- Community Manager Residential Management Concepts
Dawn Bedusa- Assistant Manager Residential Management Concepts

Homeowners Present: 3

Call to Order- The meeting was called to order at 7:01 P.M. by President Jaffe

Approval of Minutes- The minutes of the December 7th 2016 meeting were reviewed. Motion to accept was made by Secretary Gross and seconded by Director Kintner. Motion passed

Financial Report- President Jaffe gave the financial report as of December 31st, 2016 the master association had the following assets

Operating Account	\$ 111,288.67
Accounts Receivable	\$ 36,000.00
Reserve Account	\$ 59,082.37
Other Assets	\$ 123,744.37
Due to Reserve	\$ 17,500.00
Total Assets	\$ 311,615.41

Financial report was accepted as presented, no questions were asked.

President's Report- President Jaffe reported that he is very pleased on how Bill and Dawn are working together and have started to get the office organized and how things are moving along in the right direction.

Managers' Report- Manager Haas introduced himself to the Board and the owners that were present and reported that he has been out on property during evening hours since he has had started and over two different weekends. He also stated that today he had toured the homes along NW 8th Street and had issued nineteen violations for front yards not being maintained. No questions from the Board were directed to Manager Haas.

Old Business- The following items were addressed as outlined below

- President Jaffe stated the bushes along Fairfield drive have been replaced and are dying again, he stated that they are dying from dog's peeing on them. He stated if the owners of the dogs are found they will be billed back for the replacement of the bushes.
- Tennis Court- President Jaffe spoke that back at the April 16th 2016 meeting a bid was approved to have worked done and shortly after the work was placed on hold. At this time the Board would like to proceed with the work, however they would like an updated bid and a few additional items done. Manager Haas has been directed to contact Fast Dry Courts and setup a meeting with the contractor for himself and President Jaffe to look at the scope of work.
- Back Pool- Hartzell Construction has subcontracted the work out to a pool vendor and the work was started on Wednesday January 25th and should take about two weeks.
- Lighting- J & P Electric has installed a new light at the end of Fairfield drive. President Jaffe requested that members of the board go look at the light and provided feedback on it, he also directed Manager Haas to send an e-mail out to all Board Presidents asking them as well to go look at the light and provided feedback.
- Fining Committee- President Jaffe also spoke about the need to have a fining committee.

New Business- the Following items were discussed as outlined below.

- President's Council meeting- Will be held on Tuesday January 31st at 7:00 P.M., at the clubhouse. The following items will be discussed: Road improvement project, new passes, lighting project. The total cost would be approximately \$900.00 dollars to \$1,000.00 per home. President Jaffe stated that he was informed the Grand Fairfield doesn't want to be part of the projects.
- SOS Security- President Jaffe along with Manager Haas and Assistant Bedusa has had several meetings with SOS Security, the meetings haven't gone well. The main reason is the guards have been letting people into the community without calling the owners and letting them be informed. We will be starting a new pass system for all vendors and guess shortly. The passes will print out with the sub-division name where they are going along with the address and directions to the home. The guards have been informed only one call to the home if no answer the people are to be turned away. We also have spoken to safeguard about bringing them up to speed and to move around some cameras as well as adding some additional cameras.
- Clubhouse President Jaffe has directed Manager Haas to contact J & P Electric and have a light installed on the back of the clubhouse so that the area will be lit at night
- Office President Jaffe, along with Manager Haas, are going to write up a Standard Operating Procedure book for the office. Moving forward all requests from owners are to be in writing and sent to the office via e-mail. Manager Haas and Assistant Bedusa are to create a form for all to

use and then send out an e-mail blast to all owners/tenants on the new process. If an owner or tenant doesn't have a computer or printer they can come to the office and pick up the form.

- Nominating Committee- With the annual meeting approaching in March the nominating committee has been formed with Karen Kintner as the chair person, April Gardner and Lennie Plazure. All members have agreed to serve on this committee.

Adjournment-With no additional business before the Board of Directors Secretary Gross motioned to adjourn the meeting at 8:05 P.M., seconded by President Jaffe. Motion passed.

Submitted by
Bill Haas
For The Board of Directors