

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
FAIRFIELD AT BOCA MASTER HOMEOWNERS ASSOCIATION, INC.  
HELD ON THURSDAY, MAY 11, 2017 7:00 PM, IN THE CLUBHOUSE**

Joe Jaffe called the meeting to order at 7:00 PM. The meeting was properly noticed.

**ROLL CALL**

Those members present were Joe Jaffe, President; Coleen Ray, Vice President/Treasurer; David Gross, Secretary and Karen Kintner, Director. Present from Residential Management Concepts, Inc. were Kerri Brooks and Dawn Bedusa.

**MINUTES**

David Gross moved to approve the minutes of the last Board of Directors meeting held on January 25, 2017, as presented; seconded by Karen Kintner. All in favor. Motion carried.

**FINANCIAL REPORT**

Joe Jaffe reported that as of May 11, 2017 the balance in the cash operating accounts is \$106,083.69 combined with the cash in the reserve account of \$66,587.52 equals a total cash status of \$172,671.21. Joe was happy to announce that for the first time in over 17 years the delinquency total is below \$24,000.00. Out of that amount approximately \$5,000.00 is from an account in bankruptcy which is being paid back through the court, one account with a balance of about \$7,000.00 is on a payment plan which is current and another \$10,000.00 is attributed to the rented Association owned property. The balance left is approximately \$1,000.00. Karen Kintner moved to accept the Financial Report as presented; seconded by David Gross. All in favor. Motion carried.

**OLD BUSINESS**

Light Fixtures – The electrician from JP Electric presented the Board with a new option for updating all the light fixtures in the community. He found a very similar but nicer globe than what is being used now with an LED Cone lamp. This option would be able to utilize the current poles and would save the Association a significant amount of money. Once a proposal is received, the Board will be notified.

Road Paving – Joe Jaffe reported that this project is coming together. All of the corrected engineer's reports have been received and now they are being reviewed and options for payment are under consideration.

Document Revisions – Many of the sub-associations have updated their documents. The Master received a completed draft from the attorney and sent back some final changes/revisions. Hopefully, a clean version will be available within a couple of weeks.

Transponders – The Board agreed via email to require transponders for all resident vehicles based on the number allowed per each sub-association. The application fee has been increased to \$250.00 which includes one free transponder. All additional transponders, whether new or replacement are \$30.00 each.

Leases – Owners are required to update any expired leases with the onsite office however there are several that have not done so. Transponders are automatically deactivated when a lease expires and will not be turned back on until a valid lease is received in the office. If a new lease is still not received owners will receive a letter that all gate privileges will be suspended until they provide the required paperwork.

Applications – The Board agreed that anyone moving into Fairfield as a resident other than a new leasee, must complete the required paperwork and will only be responsible to pay for a required background check and a transponder. No other fees will be charged.

Security - Joe Jaffe reported he and management have met with SOS Security regarding ongoing issues with the guards as well as the rover. Changes will be coming to solidify the procedures and make sure everything is run properly and smoothly. The Board agreed to install a sign on the guard house that lists the SOS Security office number in case of an emergency, such as no guard on duty. Anyone using the resident gate that sees a car coming in behind them without waiting for the gate arm to go down and back up must call the office with the date and time of the offense. Joe Jaffe asked the Board if they would be interested in entertaining the idea of increasing the Rover and adding hours on the weekends at least during the summer. The Board agreed to hold off and table the issue for now. An owner present reported that the Rover was seen sleeping on the side of the road with no lights on the cart and it was dangerous. RMC will speak with SOS about this asap. There were also complaints about the lack of lights on the carts when they are on the road at night. A resident suggested getting red clip on blinking bicycle lights for all the carts. The Board agreed and RMC will order them asap. Residents were also asked to contact the office with any issues they may witness involving the guards and/or the Rover. The son of a resident was caught repeatedly riding his street legal motor scooter on the lake path and common area grass from the back of the community to the front. When confronted by the guard, he was belligerent and unremorseful. A \$100.00 fine was levied. The fine was paid and an apology letter sent which Joe Jaffe read at the meeting.

Property Report – Kerri Brooks reported that a property inspection took place and bids are being obtained for numerous routine maintenance items as well as some vandalism that occurred at the back pool and tennis court area. The last janitorial person, Eljust Prospero was re-hired as his replacement was not working out. The condition of the community is much better so far. The resurfacing of the courts was completed and Kerri presented the Board with a proposal to install nine foot windscreens on the back tennis court because the hedges were recently removed and replace with sod. Coleen Ray moved to accept the proposal from Fast Dry Courts in the amount of \$2,160.00; seconded by Karen Kintner. All in favor. Motion carried.

**NEW BUSINESS**

Lakes – Joe reported that there is a lot of debris that accumulates on the edges of the lake bank and RMC is getting a proposal to clean this out on a regular basis.

Cameras – Joe reported that Safehouse is preparing a quote to add cameras at the back tennis court, around the lake and the tot lot areas.

Carriage Houses – Joe attended the last Carriage Houses Board meeting and reported it was very successful. They spoke at length about the importance of upholding the documents and cleaning up the community.

Communication – Owner, Mikayla Clanton reported to the Board on several issues concerning what she felt is a lack of communication on the part of the Board of Directors. She was very upset and adamant that the Board should do more to get owners in the community involved. Mrs. Clanton also volunteered to fill the open slot on the Board. Kerri Brooks explained that two other owners also volunteered to fill the slot and Mrs. Clanton will be added to the list for consideration by the Board.

There was no further business addressed by the Board, Joe Jaffe moved to adjourn the meeting; seconded by David Gross. All in favor. Motion carried. The meeting was adjourned at 8:10 PM.

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