

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
FAIRFIELD AT BOCA MASTER HOMEOWNERS ASSOCIATION, INC.  
HELD ON THURSDAY, AUGUST 24, 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. Karen Kintner moved to ratify the email vote to appoint Hilary Rose to fill the open seat on the Board; seconded by David Gross. All in favor. Motion carried.

**MINUTES**

David Gross moved to approve the minutes of the last Board of Directors meeting held on May 11, 2017, as presented; seconded by Karen Kintner. All in favor. Motion carried.

**FINANCIAL REPORT**

Joe Jaffe reported that as of July 31, 2017 the balance in the Association's accounts was about \$193,000.00 with about \$35,000.00 delinquent. Out of that amount about \$30,000.00 is with the Association's attorney for collections. The community is in good financial shape.

**OLD BUSINESS**

PAC – Joe Jaffe gave an updated on the PAC meeting that occurred earlier and explained that the loan to resurface the roads in Fairfield is being processed and more details should be solidified in the next few weeks.

Transponders – Joe Jaffe was happy to report that the new transponder policy is very successful. All new residents are getting transponders and any current resident that does not get them has their gate privileges revoked. Ashley at RMC provides a weekly report with updates.

Fairfield Drive – Joe Jaffe reported that the Board considered two options to try and permanently resolve the problems with the hedge line on Fairfield Drive. The first was to remove the hedges and install a PVC fence along the length of the street for a cost of about \$30,000.00. The second was to remove the ficus hedges only, clean out the area behind them to the wall at Fairfield gardens and fill in the Podocarpus hedges for a cost of \$10,600.00. The landscaper will then maintain the area from the hedges to the wall monthly for an additional cost of \$700.00 per month. The Board also received a proposal to install cocoplum hedges along the wall behind Townhomes II facing the Marriott hotel. A discussion ensued with those association members present. Lance Gondek, President of Court Homes IV and Larry Abrams, President of Townhomes II volunteered to investigate options for the area, consult with the members of their communities and then report back to the Board. The Board agreed to table the matter until this is done.

Security – Joe Jaffe reported that there have been issues with the security guard provider, SOS, especially with the rover. The Board received a proposal from another company that was \$100,000.00 more per year than the current contract. Joe also met with the security company and put them on notice that the issues need to be resolved or they may lose the contract. The rover has since been replaced and new guards for the gate house have been put in place as well. Joe asked the Board if they felt the weekend rover was still needed now that school started again and the fall/winter is coming up. The Board agreed to revisit the question in September. Joe also reported that the second golf cart is being equipped with lights and reviewed the duties of the rover. Dawn Bedusa answered a question about the car counter in the entrance explaining that it was put there by the City of Boca regarding the traffic light and was already removed. A concern about the golf carts driving on the grass was raised and Joe agreed to meet with the owner to look at the grass.

## NEW BUSINESS

Tree Removal – The Board reviewed a proposal from Branch Managers to remove three very large oak trees between the back tennis courts and two Court Homes IV yards. The trees were installed directly on top of the fence of the homes there and have grown so large that the branches and roots are encroaching onto the owner's properties. The cost to remove and stump grind the roots is \$9,000.00. Some owners asked for a breakdown of the work. The proposal was given to the audience to review. Someone questioned if multiple bids were received. Joe Jaffe explained that the quote was for the whole job and A) it isn't a big enough job to bid out and B) the Board feels that being loyal to the current vendors so that they are available for anything the association needs is sufficient reason to award the work to the same person that does all the work for the Master.

Transponder Reader – Joe Jaffe explained to the Board that the current manufacturer of the bar code reader is no longer in business. The reader currently works, but down the road parts may not be available and/or service could be a problem. The Board received a quote to replace it with another reader from a different manufacturer which is compatible with the current transponders installed on all the cars in the community. The cost is \$5,179.16. The Board agreed it is better to order the new one later than take the chance of having a problem later. Karen Kintner moved to accept the bid; seconded by Coleen Ray. All in favor. Motion carried.

Speed Bumps – Joe Jaffe explained there were requests received to paint the speed bumps throughout the community and that they will be addressed during the road resurfacing project. At the suggestion of members present, the Board agreed to also look into different styles/versions of bumps that might work better.

Irrigation Pump – Joe Jaffe reported that the new irrigation pump installation has begun and should be completed within 2-3 weeks. The system was running on one pump which only affected when everyone got water but all areas still were and are getting watered.

Website – Joe Jaffe recommended everyone look at the website which has been renovated, updated and new information added based on recommendations by owners at the last Board meeting.

Pool – Joe Jaffe reported that the pool rules have been added to the application process for new owners/renters and they have to sign that they read them before being approved.

Gate Arms – Owner, Manly Ray suggested shortening the gate arms in order to allow people on bicycles to come into the community. The Board agreed to get quotes to install new shorter arms on the exit side only. The current arms can be kept as backups if and when they are replaced.

Violations – an owner present asked about some poor landscaping on three NW 8<sup>th</sup> Street homes. The Board confirmed letters were sent to those owners and the issue is being addressed.

Communication - Owner, Mikayla Clanton was present and again felt that the Board was still not doing enough to communicate with the owners. She was upset that the calendar on the website did not indicate that the July meeting was canceled and also that no email reminders were sent to the community about the meeting date and time. After some discussion back and forth with the owners present and the Board, the Board agreed to see about sending email blasts whenever possible.

There was no further business addressed by the Board, David Gross moved to adjourn the meeting; seconded by Karen Kintner. All in favor. Motion carried. The meeting was adjourned at 8:20 PM.

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