

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
TOWNHOMES II OF FAIRFIELD ASSOCIATION, INC.  
HELD ON MONDAY, JUNE 19, 2017, 7:00 PM, IN THE CLUBHOUSE**

Larry Abrams called the meeting to order at 7:05 PM. The meeting was properly noticed.

**ROLL CALL**

Those members present were Larry Abrams, President/Treasurer; Rachelle Cohen, Secretary and Lester Wild, Vice President. Also present were Kerri Brooks and Dawn Bedusa of Residential Management Concepts, Inc.

**APPROVAL OF MINUTES**

Rachelle Cohen made several corrections to the previous month's minutes including a request to add all the building addresses that have flooding behind them, change the tree trimming to bi-yearly not yearly and when Rachelle spoke about follow up it was meant to be about the entire property not just the construction project. Rachelle moved to approve the minutes of the last Board of Directors meeting held on May 25, 2017, as corrected; seconded by Lester Wild. All in favor. Motion carried.

**FINANCIALS**

Larry Abrams reported that there is \$28,404.97 in the Association's account. The current tenant in 5112 is moving out. Their initial security, last month's rent as well as the pet fee was posted to the wrong account and RMC is transferring that back. Larry reported he spoke to the bank about increasing the current loan back to the original amount of \$250,000.00. The representative recommended instead to open a line of credit in the amount of \$100,000.00 and leave the current loan as is. The line of credit would be for two years at ½ over prime. The Board can then pass a special assessment in the amount of \$3,000.00 on a payment plan with interest. The Board agreed to start this process.

**OLD BUSINESS**

**Landscaping-** The Board is noticing some issues with the current landscaping service. Larry Abrams questioned the number of cuts per month and felt the community should be cut once a week in the summer. Sunset still has not trimmed the hedges behind 5045 that was supposed to be done. The low hanging branches are not being trimmed per the contract. The weeds continue to be a problem in the beds, in the driveways near the garages and by the asphalt. The trimming is not being done and nothing should be touching the buildings, which is also a problem. RMC will report these deficiencies to Sunset Landscaping. RMC reported that the sod installation has not been done due to all the rain. Once the sod fields dry out it will be ordered and installed. RMC will try to get a schedule from Sunset for this work. The Board agreed to mulch the community again at the end of October or the beginning of November. RMC will also ask Sunset to put this on the schedule. RMC was instructed to send a letter to the owner of 5108 who keeps planting items along the side of the unit creating a jungle and advise that everything will be removed, the area replanted properly and the bill sent to her. RMC to get a bid to dig up, turn the soil and install large stones behind 5049 building and the one next to it.

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**Siding Project** – The Board agreed that Frankie can begin the next unit on the list that was compiled of units that need work. RMC will also ask Frankie to speak with Munyan about the time sheets, invoices and pictures that are supposed to be emailed and have not.

**Painting** – The Board agreed that the painting of the buildings should not be done until after rainy season. Larry Abrams pointed out that the frames of the front awnings are rusting and in bad shape and this needed to be addressed during the painting. RMC was instructed to get the cost of installing the eco-clean product on the roofs as has been done in previous years.

**NEW BUSINESS**

**Rental Unit** – Larry Abrams reported that the current lease for 5112 expires on 9/14/17, however the tenants are planning on leaving the end of July 2017. As of today they have not paid the June rent and the concern is that they believe they can use the last month and security as the payments for June and July which is not accurate. RMC will advise them that they are required to pay for June and July now and cooperate with showing the unit, then if the Association can re-rent it before August 14, 2017, they will be refunded their last month and security. If not, then only the security will be refunded. Larry also suggested relisting the unit for \$2,000.00 per month. The Board agreed. Larry reported that the taxes on the unit have been paid, there is no foreclosure on file and the agreement with the owner is going on three years this September.

**Tree Trimming** – RMC advised that the tree trimming has been delayed due to the weather and it should be taking place in July. The Board agreed to try and get back on the bi-yearly schedule of June and December.

**Website** – Owner, Linda Rose volunteered to produce a website for the Townhomes II community.

**Property** – The Board asked RMC to look into the property lines behind units 5096, 5100, 5104 and 5108 to see where the owner's property ends and the Master begins. RMC will inspect all the garage doors as several are damaged.

**Pest Control** – The Board discussed the proposal to tent a building for drywood damaged. Approved tenting 5112 Pointe Emerald Lane. Dead Bug Edwards schedule to go to 5274 Pointe Emerald for termite inspection.

There being no further business before the Board, Rachelle Cohen moved to adjourn; seconded by Lester Wild. All in favor. Motion carried. The meeting was adjourned at 8:29 PM.

Respectfully submitted,  
On behalf of the Secretary,  
The Board of Directors,  
Townhomes II of Fairfield Association, Inc.