

TOWNHOUSE ESTATES OF NORTON
c/o Advanced Condominium Management Corporation
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BOARD MEETING MINUTES
April 7, 2010
Unit 145-2

Board Members present: Ken Scanlon, Mark Flicop, Kathy Petersen, Gary Bushey and Brian Peterson. Also present: Bob Linney of ACMC. Trustees absent: None.

The Board Meeting Minutes of February 3, 2010 were approved as amended.

The Board Meeting Minutes of March 3, 2010 were approved as amended.

The Board approved the CC&R contract for the roof replacement at Building 139. ACMC will send the contract and deposit check to them.

A discussion took place concerning the loan commitment letter from Brookline Bank. The Board stated that it appears the loan will be an adjustable rate, not the 5.75% fixed rate. ACMC will research.

Communication Issues:

1. ACMC – newsletter – quarterly and/or as needed.
2. Minutes done within 48 hours.
3. Billing – any unit owner who has a balance due will be sent a statement
 - a. No statement for prepaid
 - b. No annual or semiannual statements
4. Notice at bottom of statement needs to reflect differently for each unit
5. Follow Up:
 - a. Loan not closed –
 - b. Phone calls returned sooner – within 24 hours
 - c. Point of contact needed for ACMC, Ken – financial issues and Mark for operational issues
 - d. Email onsite visits to Board
6. Financials at current board meeting – copy of all paid bills, copies of contracts to be sent to Gary.

ACMC sent out a letter to Building 139 on the roofing project. Units 4, 5 & 6 were notified of their option to have the patio roof re-shingled at a cost of \$350.00.

ACMC will send letters to: 139-1 – exercise bike and 137-1 – snowmobile

ACMC presented a draft newsletter – Ken will forward additional articles to be incorporated into it.

The 2010 power washing project needs to be done by a contractor who has truck mounted equipment.

ACMC provided the Board with an update on Karol Hardscape. ACMC was asked to follow up with the attorney to see if the Association can do the repairs now that we have pictures of their condition.

Electric Box Repair – received bids from Victor, Circuit Man & Borruso. The Board chose Victor. ACMC will contact Victor to have him add the PVC piping and weather head to his proposal and to forward a certificate of insurance.

The Board reviewed the Noblin & Associates Replacement Reserve Study Proposal. The Board requested that they be invited to the May meeting. ACMC will invite Noblin to the meeting.

The Board reviewed the Accounts Receivable Report and noted the units that are in collection.

The next Board Meeting is scheduled for May 4, 2010.

The Board Meeting adjourned at 8:15 PM.

The property walk-around is scheduled for 9:00am Saturday at 145.

