

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes September 29, 2015

Present: Gary Bushey, Mark Flicop, Amy Marsden, Mike O' Sullivan, Javier Trevino.

The meeting was called to order at 6:50pm.

Guest owner Connie Clark, Unit 139-5, attended the meeting. Ms. Clark questioned when payment of ServiceMaster (SM) bill would be made. She was informed that our insurance agent was working toward resolution. Also questioned when balance of her claim, for painting, would be made. Upon review, after she left, it was determined that all claims have been paid, and outstanding work is her responsibility, as per the deductible. She further pointed out that Unit 141-4 has installed a basketball hoop in the parking lot. The board informed her that the issue has been addressed, and agreed to levy fines if necessary. She further questioned the location of piles of snow during snow removal. She requested that more attention be paid to preserving parking spaces for units 5 and 6. The board agreed that is an issue, and will meet with Sitescapes to address issue of brush behind Dumpsters, to enhance area to receive plowed snow.

1. Delinquencies

It was discussed that attorney Kathy Elia obtained the affidavit and went to court concerning the case of owner Angela Johnson, Unit 139-3.

2. New Business

Guest Christy Hanaway of Gencorp Insurance Group (GNY) informed the board that ServiceMaster bills were believed to be part of original claim. First Choice will review and submit additional supplemental claims to ensure payment, up to the amount of each homeowner's deductible.

Ms. Hanaway advised the board that bids from other insurance carriers have been as much as \$4,000 higher than GNY. Ice dam damage deductible will increase to \$5,000/unit. All other coverages will remain the same. Ms. Hanaway advised board to review and reissue insurance resolution for Master Policy if necessary, to insure all owners understand their obligations in insurance claims.

Regarding underwriters recommendations the board approved the Grill Recommendation and the Risk Transfer Procedural Process. The board rejected as Non-Applicable, the Fire Extinguisher recommendation, and amended the Smoke Detector Battery Replacement Program as follows: Twice annually, at the time of the change to/from Daylight Saving Time, First Choice will notify all owners, by U.S. Mail, of their obligation to change batteries and test smoke detectors. Owners will be required to return a signed statement avowing to this, under penalty of accepting 100% of loss attributed to failure of smoke detectors.

Board rejected the Terrorism and Earthquake coverages for a saving of \$118..

The board approved to pay invoice for work completed by Soares Pumping. Mark Flicop stated that the invoice in the amount of \$1,800 had been paid out of reserve funds. First Choice to review.

Nice Power Washing- First Choice to repair siding before power washing is done. Should be done by November. Discussion was held regarding changing schedule to wash after pollen fall in June.

Annual Meeting-Decided to hold meeting at Holiday Inn, Taunton on Monday, Dec 14, at 7:00 P.M. Terms expire for Gary Bushey, Mark Flicop and Javier Trevino. All interested in serving (including incumbents) will be requested to submit a bio.

Budget-Mark Flicop had prepared a trial budget for 2016, but withheld it due to increase in management fees. Budget will be presented at October meeting, which will also be a live meeting.

Board agreed to the previously discussed (April 20 meeting) 5 year, \$75,000 loan to cover septic system needs. \$40,000 will be used for that project, with the balance held in the reserve account, to be used for emergency capitol expenses, including clearing brush behind Dumpsters.

Management fees. First Choice to increase management fees from \$6200 to \$7200 annually, beginning January 1.

Next meeting was scheduled for October, 22nd at 6:45

The meeting was adjourned at 8:00 pm.

Respectfully submitted,
Javier Trevino