

# TOWN HOUSE ESTATES OF NORTON

## Board of Trustees Meeting Minutes May 24, 2017

Present: Gary Bushey, Mark Flicop, Amber Hall, Amy Marsden, Marion Mattola-Brierly, Javier Trevino.

The meeting was called to order at 6:49pm. Meeting was conducted via conference call.

1. The Board discussed condo fee delinquencies. No owners are beyond 30 days past due.
2. Amber reported that the broken handrail at 143-5 was fixed by First Choice.
3. Amber reported that additional work to be done by SiteScapes will be completed next week.
4. FC mailed a certified letter to the new owners in 143-5 requesting proper documentation of the service animal (a dog) at their unit. FC had also previously mailed a certified letter requesting that owners sign regarding their responsibility for the cost, maintenance, and future removal of chair lift they installed at unit. FC has not received the signed letter from owners.
5. Amber researched mosquito treatment conducted by the town of Norton. She reported that the spray used is not harmful to humans or animals and that no preparation is needed prior to spraying. The spraying is done only once a week, early in the morning when most people are still asleep. Request for spraying from the street must be made every week. Amber also informed the Board that tick, caterpillar, and moth treatments can be done by SiteScapes for \$850.00. This treatment is more effective and lasts longer than that done by the town of Norton. The Board voted unanimously for FC to move forward with SiteScapes to implement the treatment.
6. Amber reported that attorney Kathy Elia is working on the updates and amendments the Board has made to the THEN Rules and Regulations document. Amber also informed the Board that SiteScapes has not delivered the landscape design diagrams previously requested.
7. To-do list. The following items will be addressed and expedited by First Choice:
  - Amber will confer with Kathy Elia about the fines to be levied for violations of rules and regulations.
  - Amber will check to see if Steve Lawton of SiteScapes will want to recommend someone else to do the landscape design.

The next meeting was scheduled for Wednesday, June 21<sup>st</sup>. It will begin at 6:45pm via conference call.

The meeting was adjourned at 7:08 pm.

Respectfully submitted, Javier Trevino