

TOWN HOUSE ESTATES OF NORTON

BOARD MEETING MINUTES

August 24, 2011

Board members present: Ken Scanlon, Kathy Petersen, Mark Flicop and Gary Bushey.
Also present: Mike DiCarli and Cindy Gauvin from FCPM. . Absent: Brian Peterson

The board reviewed the status of collections and foreclosures

Ken Scanlon suggested that we add a message center in the mail box section of the property. The board all agreed that this would be a great way of informing the owners and tenants of upcoming events. The board asked Cindy to look into this further.

First Choice conducted a walkthru of the property and presented a list of potential areas that need attention. One of the concerns was down spouts that are in the ground. They proposed that we cut them and add extensions to drain water away from the buildings. the board also agreed to add extension hoses to any downspout that is draing too close to the buildings. One other concern is the tree branches that are growing too close to the buildings. First Choice is going to get quotes from the landscaper to cut them back.

The board asked First Choice to make the defective stairs a priority before the cooler temperatures arrive. The board is looking to find a possible solution to repair the defective steps before the winter season.

Everyone agreed that the power washing was going well and that the contractor is making every effort to complete the job by Thursday August 25th.

First Choice will be mailing out resident contact information forms. This information is very important if and when an owner or tenant needs to be notified.

A review of the insurance policy for the property was conducted and the board is looking to updating the coverage. First Choice will be doing further research and present the findings to the board. UPDATE: First Choice presented a two company comparison and the board made a decision to change insurance companies in the fall. The new policy will provide more coverage at a minimum increase.

The next board meeting is scheduled for September 27, 2011 at 6:30pm

The board meeting adjourned at 7:10 pm