

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes

March 27, 2018

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

The meeting was called to order at 6:48pm. Meeting was conducted via conference call.

1. *Delinquencies.*

The Board discussed condo fee delinquencies. All owners with a balance due were sent statements indicating such.

2. *Spring Maintenance.*

FC will schedule a property walkthrough with Matt Palin of ProScape on Tuesday, April 17th at 5:30 to discuss several issues including:

- (1) the proposed condo entrance property signs
- (2) trees and any winter and storm damage
- (3) potential spring projects/maintenance
- (4) repair or replacement of the concrete steps on unit entrances which have degraded
- (5) snow plow's damage of the black curbing and berms

3. *Financials.*

Amber asked Board if THEN checking account (used as reserves) with North Easton Savings, which does not accrue interest, should be moved to Rockland Savings where it can accrue interest. Board determined that there is not sufficient funds in the account to make a significant difference. Amber will draft a letter that former trustees Brian Petersen and Mark Flicop be removed from the North Easton account and inform the Board of next steps.

Amber asked if an additional trustee would volunteer to be a co-signer on the RI Bank (operating) account in addition to Gary. Marion Mattola-Brierly volunteered and none were opposed.

4. *Leasing issue.*

Amber will again contact owner of 137-1 who is leasing his unit to complete form for contact information and forwarding address. Amber will also send a general reminder to all unit owners stating that anyone renting a unit should submit to FC all required paperwork to FC. The Board has the right to renew the documents for rentals.

7. To-do list. The following items will be addressed and expedited by First Choice:

- Amber will schedule a property walkthrough with Matt Palin of ProScape.
- Amber will again contact owner of 137-1 about contact information and forwarding address.

- Amber will mail a general reminder to all unit owners stating that anyone renting a unit must submit contact information.

Next Board meeting is scheduled for Tuesday, April 24th at 6:45pm. It will be a conference call.

The meeting was adjourned at 7:54 pm.

Respectfully submitted,
Javier Trevino