

# TOWN HOUSE ESTATES OF NORTON

## Board of Trustees Meeting Minutes

July 20, 2017

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

The meeting was called to order at 6:50pm. Meeting was conducted via conference call.

**1.** The Board discussed condo fee delinquencies. Amber reported that all owners were sent statements indicating their balance due.

Amber reported that the owner of unit 145-5 has moved out and that there is a balance of \$420 due. Attorney Kathy Elia will do a title search to determine who will assume responsibility for the unit. FC paid Ms. Elias's legal fees in advance in violation of established Board policy. Legal fees should be paid only *after* services have been performed.

**2.** Enclosed deck notices. In May 4 owners with enclosed decks that require repair were mailed notices to repair them within 30 days, as per the governing documents. No responses were received from the owners. FC will send a final notice to owners, indicating that they haven't complied with the request to clean under their decks and that the FC will perform the work and charge them.

**3.** Snow invoices. The Board did not approve the calcium treatment performed by SiteScapes last winter. THEN has paid \$8,262 for this treatment. The Board informed FC that, (1) all treatments must be pre-approved by the Board and, (2) SiteScapes is to use only the ice melt kept in THEN buckets and not use their own calcium solution.

**4.** Deck Cleanup/Lattice Estimate. FC maintenance is waiting for estimation on scope of work. FC has estimated that the lattice, which should be vinyl, will be approximately \$200-\$300 per deck with labor about \$165, minimum, per deck. FC will provide a formal estimate as soon as it is available.

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

- Amber will contact Stacey Burns of 145-5 to inquire about the unit. Once FC knows who is responsible for the unit, THEN should get paid the amount due for the condo fee and legal fees. Amber will contact Kathy Elia about this issue.
- Amber will send a final notice—by certified letter and email message—to owners who have not complied with the request to repair and clear clutter under decks. The notice will inform them that they have 10 days to comply, after which FC will do the work and charge them for it.

- Amber will resolve calcium treatment cost (see item 3 above) with SiteScapes by the end of next week.
- Amber will obtain overall pricing on vinyl lattice for the entire THEN complex.
- Amber will work with owner of 134-5 to resolve painting issue regarding ice dam insurance claim.

The next meeting was scheduled for Wednesday, September 27<sup>th</sup>. It will begin at 6:45pm via conference call.

The meeting was adjourned at 7:40 pm.

Respectfully submitted, Javier Trevino