

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes September 27, 2017

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

The meeting was called to order at 6:45pm. 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 she made a courtesy call to the owner of 139-2 informing them that First Choice needs to receive past due payment of \$840 by tomorrow, otherwise a Collection Letter will be sent to collections.

2. Mark noted that pending balances in accounts receivable are in good shape. Mark and Gary will begin working on the next budget. If anyone on the Board wants an item considered, they should contact Mark.

3. Amber informed SiteScape that THEN is going with another vendor. This vendor is the ProScape landscaping company that submitted 3 enhancement proposals that were reviewed by the Board. The Board also considered placing entrance signs at the 3 THEN entrances. FC will ask ProScape to update their proposals to include the entrance signs.

The Board unanimously agreed to have ProScape cut and remove 9 trees, including a dead one by main road, and grind the stumps.

4. The annual meeting is tentatively set for Tuesday, December 5th. The Board is looking to fill 3 positions, for President, Treasurer, and Secretary. Ballots will be mailed to all owners no later than November 3rd. The deadline for returned ballots will be 2 weeks prior to the meeting. Amber will mail an official notice 3 weeks prior to the meeting. A follow-up reminder will then be mailed 1 week prior to the meeting.

5. The tree at 137-6 needs to be trimmed as it, or the shrubbery near it, attract bees to which the unit owner is allergic. The Board asked FC to have the extermination company, Winfield Termite & Pest, check the entire property for bees. Amber will check with the to see if there is an eco-friendly way of exterminating the bees.

6. Board decided not to pursue the lattice work given the high expense of the installation.

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

- Amber will contact Holiday Inn to see if a meeting room can be reserved for that date, or the 6th or 7th.
- Amber will send notices for the annual meeting no later than September 29th.

The next meeting was scheduled for Tuesday, October 24th. It will be an in-house meeting at 141-1 and begin at 6:45pm.

The meeting was adjourned at 7:12 pm.

Respectfully submitted, Javier Trevino