

# TOWN HOUSE ESTATES OF NORTON

## Board of Trustees Meeting Minutes October 21, 2013

Present: Gary Bushey, Mark Flicop, Brian Peterson, Alise Sheppard, Javier Trevino.

The meeting was called to order at 6:30 pm.

### **Delinquencies**

Overdue condo fees and fines were discussed. Twenty percent of customers have delinquencies. Total amount of delinquencies as of 10/21/13 is \$5,140.25.

### **Old Business**

(a) *House numbers.* Gary, Bryan, and Mark met with Dan on Saturday 19th who explained the template used in affixing the unit numbers. First Choice will set the unit numbers on brass plates on those buildings with red brick. The acrylic black numbers will be removed, the existing plates polished, tarnished removed, and sealed.

(b) *Landscaping.* The new landscaping company for the 2013-2014 season will be Valley Crest. The contract with the company will begin in December.

(c) *Bathroom Vent Connections and Door Painting.* All work concerning these items went well.

(d) *Mass Save Program.* First Choice will schedule a time to get LED light bulbs from Mass Save.

### **New Business**

(a) *Fall gutter cleaning* will be scheduled to be done.

(b) Alise will put together a *winter newsletter* listing some condo rules and providing practical information for owners. She will distribute the newsletter the first week in November.

(c) Brian presented the *2014 budget* proposal to the Board. Budget planning for 2014 was discussed. He will make a few updates.

(d) Preparations for the *Annual Meeting of Unit Owners* were discussed. The Board decided to hold the meeting on Tuesday, December 9, 2013 at the Holiday Inn-Taunton, at 7:30p.m.

The meeting was adjourned at 7:00 pm.

Next Board meeting is scheduled for November 21st.

Respectfully submitted,  
Javier Trevino

