

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes

February 23, 2016

Present: Gary Bushey, Mark Flicop, Larry Grant, Amber Hall, Mike O' Sullivan, Javier Trevino.

The meeting was called to order at 6:47pm.

1. The Board discussed condo fee delinquencies.
2. There was a discussion about the general ledger. There needs to be an account for insurance claims that is kept separate from the operating budget. \$700.00 is budgeted for reserves each month. These are two separate issues. A) Invoices for payment for insurance claims should never be made from the operating account; B) Our budget calls for approximately \$700.00 to be paid into reserves, from operating account, each month. This needs to be a priority. We need to know that payments for January and February have been made.
3. First Choice had previously asked SiteScapes to use the ice melt in the buckets on the property. The question was raised as to why SiteScapes was now billing us for ice melt. THEN should not be paying for ice melt or calcium application. This will again be communicated to SiteScapes by First Choice.
4. Results for perc test are required by Soares Pumping for septic system design. First Choice will coordinate with engineer to do the perc test and establish a start date for Soares to begin work.
5. The Jepsky and Sack law firm charged THEN \$400 for services performed in regard to the Rockland Trust loan. The Board did not expect this charge and requests that FC be more transparent in similar matters in the future.
6. Maintenance update. The portion of the wooden fence that had fallen down behind building 145 has now been restored. Branches and other debris has now been cleaned and disposed of. The bulkhead at 137-6 has been sealed and flashing has been fixed. Land re-grating will be done in the spring.
7. To-do list. The following items will addressed and expedited by First Choice:
 - Ask SiteScapes why they are billing us for their ice melt when we had told them to use our ice melt.
 - Set up a meeting with Soares after the perc test to discuss the details of the work to be done.
 - Make sure that each month \$1,400 for loan payments is put in the reserve account. This will be an automatic payment to pay off the loan. For January and February, the budgeted loan payment should also be placed in reserve, as no loan payments were due. \$The approximately \$1,400 budgeted each month for loan payments comes from the operating account, and is paid to

Rockland Bank as part of the loan agreement. Since we had no loan payments in January and February, that \$2,800 should be added to our reserve account.

- Amy to provide answer on transfer of funds from North Easton Saving Bank to Rockland Trust, as a condition of the loan. Amy or Amber also to provide info on check-writing instruments for money in Rockland.
- Amber will contact Kathy Deely (137-6) and tell her the board is deducting the money she was overpaid for the insurance claim. Amber will let us know what Kathy says.

The meeting was adjourned at 7:27 pm.

Respectfully submitted,
Javier Trevino