

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes

June 21, 2017

Present: Gary Bushey, Mark Flicop, Amber Hall, Amy Marsden, 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 have received statements.

2. Amber reported that power washing is to be scheduled for some time in late June/early July, once the pollen has subsided.

3. A walkthrough with SiteScapes is scheduled for June 29th at 6:45pm. Most board members indicated that they could be present for the walkthrough.

4. The board questioned the \$7,000 fee that THEN is being charged for snow removal.

5. Amber asked if money can be moved from reserves to the operations budget to pay for day-to-day expenses such as the Soars septic pumping, National Grid fees, and the pest control bill. Mark indicated that THEN runs the risk of being audited if monies from reserves are used for operations expenses.

6. Amber contacted Republic and Lawrence Waste Services to inquire about obtaining a large dumpster for owners to dispose of rubbish under their decks. Estimates were given to board members. Board will inquire into this as a possible capital expense.

7. *Open forum*

It was stated that THEN Rules and Regulations need to specify that all owners with service animals must apprise the Board of the dog and provide proper registration to First Choice before moving in.

Unit 143-6 has been vacant for some time. Board expressed concern that no one connected with the unit was available for the gas company to enter the unit to relight pilot light after the gas meter was changed.

Marion noted that a portion of the sidewalk near her unit had been removed by SiteScapes and as not been filled in. She also noted that 141-3 needs the overgrowth in front of property to be trimmed. Neighbors have been complaining about it.

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

- Amber will confirm with Steve Lawton about the walkthrough on June 29th and will make an agenda on items to discuss with Steve and get definite answers.
- Amber will research further the amount SiteScapes is charging THEN for snow removal this year, which is \$24,000.
- Amber will email copies of the snow removal invoice to trustees so that they can review and discuss the amount that THEN is being charged.
- Amber will obtain an estimate for under-deck clean-up and lattice installation with work to be done by FC.
- Amber will follow up with the owner of 143-6 about access to inside of unit when necessary.
- Amber will follow up with Steve Lawton about trimming overgrowth in front of 141-3.

The next meeting was scheduled for Thursday, July 20th. It will begin at 6:45pm via conference call.

The meeting was adjourned at 7:25 pm.

Respectfully submitted, Javier Trevino