

## TOWN HOUSE ESTATES OF NORTON

### Board of Trustees Meeting Minutes October 17, 2018

Present: Gary Bushey, Amber Hall, Marion Mattola-Brierly, Robert Barron, Larry Grant, Javier Trevino.

The meeting was called to order at 6:49pm. Meeting was held by conference call.

**1. *Delinquencies.***

FC mailed statements to all owners with balances.

**2. *Tree Maintenance.***

Amber provided estimates for tree removal from ProScape, TreeTech, and BZ Leaf Lifters. A tree on THEN property, near 145 building, fell across Burt St. after heavy winds during the early morning hours of 10/16/18. Part of the trunk center was rotted. Amber will have an arborist assess the health and safety of trees on the THEN property. She will also find out if insurance policy covers tree damage to owner's property.

**3. *Enclosed decks.***

Notices were sent out to owners of enclosed decks that need repairs. Amber had asked these owners to respond to her in writing indicating their plans. Seven have either complied or soon will comply with repairs, two did not respond. Given the change in season it may be that some of these repairs (particularly those requiring painting) will need to be delayed until early Spring.

**4. *Loan update.***

Trustees discussed re-financing the Rockland Trust loan. Trustees voted unanimously in favor of refinancing the loan.

**5. *Annual Meeting.***

The meeting is tentatively scheduled for December 5<sup>th</sup>. Amber will follow up on holding the annual meeting at the Norton Senior Center. We would like to have a venue that is handicap accessible.

**6. *Budget Update.***

Gary is in the middle of preparing the budget.

**7. *Other Updates.***

Amber has initiated conversations with septic vendors other than Soars.

Snow removal contract with ProScape was secured earlier this year. It will cover the entire season. The landscaping contract is locked in for the next 2 years. Amber will see when ProScape can come on site for landscaping and snow removal updates and discussion.

**8. *Open Forum.***

Board had another discussion about the mailbox numbers. Amber stated that the maintenance supervisor at First Choice will fashion numbers and letters with arrows indicating building addresses.

Amber will follow up with THEN attorney Kathy Elia and find out (1) whether owners or the condo association are legally responsible for the bulkheads and (2) if bulkhead damage is covered by the master insurance policy.

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

- Amber will find out if master insurance policy covers tree damage to owner's property.
- Amber will have an arborist assess the health and safety of trees on THEN property.
- Amber will follow up on holding the annual meeting at the Norton Senior Center.
- Amber will have First Choice fashion numbers and letters with arrows indicating building addresses.
- Amber will follow up with attorney Kathy Elia about bulkheads.

Next Board meeting is scheduled for Wednesday, November 11th at 6:45pm. It will be a live meeting.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,  
Javier Trevino