

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes

July 25, 2018

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

The meeting was called to order at 6:49pm. Meeting was held at 141-1.

1. *Trustees.*

- Robert Barron (141-2) was appointed a member of the Board of Trustees. Because this is an appointed, and not an elected, position, his term expires on December 2018.
- Positions (president, treasurer, secretary, trustees) on the board will be assigned soon for all trustees.

2. *Delinquencies.*

- FC has mailed statements to all owners indicating balances. No are in arrears by more than 2 months.

3. *Asphalting.*

- Marion and Javier met with the representative from Nu Look Sealcoating and received estimates for paving parking lots and replacing berms.
- ProScape landscaping gave estimate for repairing the walkways with asphalt. Board considered having the work done by a company that specializes in paving.
- Andy DeVito met with asphalt engineer about berms and parking lots.

4. *Waste management.*

- Amber sent Republic Services a letter requesting that their dumpster be removed since we no longer have an account with them.
- Attorney Kathy Elia will send Republic a demand notice to remove dumpster.

5. *Open Forum.*

- Tomorrow or the following day ProScape will begin planting installation to be located at the end of building 143.
- Trash underneath deck at 143-5 needs to be picked up. FC can do it and bill unit owner.
- Vinyl siding needs to be fixed at the end of building 143.

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

- Amber will check with bank about refinancing our current loan in order to pay for parking lots and berms.
- Amber will send Board samples of signage for buildings.
- Amber will have FC maintenance supervisor look at drain for unit 143-5.
- Amber will get an estimate for fixing vinyl siding at end of building 143.

Next Board meeting is scheduled for Tuesday, August 28 at 6:45pm. It will be a conference call.

The meeting was adjourned at 8:15 pm.

Respectfully submitted,
Javier Trevino