

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes

May 23, 2013

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

The meeting was called to order at 6:40pm.

1. Action Item list

The Board agreed to utilize an on-going action item list to keep track of *what* needs to be done and *when* it is to be done. Alise will update the list monthly and it will be maintained electronically on the website. This list will allow First Choice to actively engage with the details of various maintenance projects and management issues.

2. Delinquencies

Updates were given on owner condo fees that are overdue and on payments received.

3. Old Business

Dogs

The owner at 137-2 informed First Choice that the dog kept by the owner is now gone.

Alise will send a letter to the neighbor directly across the street from 137 Burt St. asking them to curb their dog. Dog feces has repeatedly been found at Townhouse Estates and the Board has photographic evidence of said dog doing its business on the premises.

Concrete Steps

It was reported that the only steps currently in need of repair are those at 141-6. These will be repaired at a cost of \$950.

Mailboxes

Alise reported that the Estates mailboxes are currently being assembled. Alise will ask Dan to send pictures of the assembly in process for the Board to see if its wants to make any modifications prior to the mailboxes arriving on-site. Numbers will be painted on the boxes before box keys are distributed to unit owners.

Landscaping

Quotes for work on drainage and around dumpster area at 141-143 are forthcoming. Alise will follow up on the quotes by the end of the week.

Paint foundations

Those basement windows that need it will have their frames scraped and painted.

Reserve account

The Board agreed to reduce the reserve contribution. As such, it was decided that the 2012 operating budget will be rolled into the reserves.

House numbers

Alsie has ordered these but they have yet to arrive. She will be getting samples made of acrylic and metal.

Outdoor lights

The Board discussed replacing lamp tops and painting the poles. Also, poles will be re-straightened. The Board considered using the longer-lasting LED light bulbs and lamps with 2 light bulbs only.

Pest control

Alise will check to see when it is being done next.

Door painting

The Board agreed to paint all unit doors white. Units owners will be given 4 different dates (likely in the month of September) from which to choose in order to make arrangements with management to have the painters come and paint their doors. Owners will also be given the option of painting their own doors.

Tree stumps

Yukon does not remove tree stumps but recommends Al's Tree Care to grind the stumps. Alise will get a quote. Alise will also inquire as to whether the utility company will trim and remove tree limbs that are interfering with the electric and telephone wires on Burt St. Additionally, Alise will ask the Town of Norton about removing a dead tree beside the road at 1412 Burt St.

New Business

It was noted by a Board member that a bird's nest was reported inside of the weatherhead of 137.

The meeting was adjourned at 8:00pm.

Next Board meeting is scheduled for June 27th

Respectfully submitted,
Javier Trevino