

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes November 21, 2017

Present: Gary Bushey, Mark Flicop, Amber Hall, Marion Mattola-Brierly, Larry Grant, 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 statements were sent to all owners who had a balance due. A fee is not considered "paid" until the payment clears the bank.
2. Matt Palin of ProScape updated FC on the pricing for the entrance signs and other design options. Amber reported that tree removal will begin on Monday, November 27th. Board members received copies of the landscaping proposal. Snow removal proposal is forthcoming. THEN's contract with SiteScapes expires at the end of snow removal season.
3. On Friday or Monday Amber will mail a second notice reminding all owners of the Annual Meeting, which is scheduled for 7 pm, December 5, at the Taunton Holiday Inn. Along with the notice owners will receive copies of the annual budget. Three positions on the Board will be expiring at the end of this year: president, treasurer, and secretary.
4. Principle and interest on the loan from Rockland Trust comes out of the upkeep account. These are posted on two different places in the general ledger. Principle is tracked on balance sheet under loan payment and interest is tracked on the Profit and Loss statement under loan payment. The Board must know what money is spent on certain line items. If only the interest is shown, it appears that there is more money than actually available. Amber will see how the Board can view the principle and interest together in the ledger.
5. The Board unanimously agreed to pay the \$135.00 fee to renew THEN's Community Associations Institute membership.
6. The Board agreed that going forward all owners will be reminded in the THEN Newsletter that the Board is available on the Internet to answer any questions owners may have.
7. To-do list. The following items will be addressed and expedited by First Choice:
 - Tomorrow Amber will email Mark a list of this year's accomplishments including tree removal and various estimates to show for beautification.

The Annual Meeting is scheduled for Tuesday, December 5th at 7pm.

The meeting was adjourned at 7:10 pm.

Respectfully submitted, Javier Trevino