

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes September 26, 2018

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

The meeting was called to order at 6:47pm. Meeting was held by conference call.

1. *Delinquencies.*

FC mailed statements to all owners with balances.

2. *Tree Maintenance.*

Amber received estimates for tree removal from ProScape and BZ Leaf Lifters. She will contact Norton tree warden to see if the town can remove tree near building 141. Amber will email ProScape estimates from last year to all Trustees. She will also negotiate with ProScape to honor the same costs as last year. Need to get about 3 different estimates for each job.

3. *Enclosed decks.*

Last Friday FC sent letters to 9 owners informing them that they have 30 days upon receipt of letter to make repairs on their enclosed decks. Amber asked these owners to respond to her in writing, by no later than Monday, indicating their plans.

4. *Loan update.*

Concerning loan for septic system. Amber has begun to look into loan payment and duration. The loan may need to be extended to keep the payment within budget.

5. *Septic pumping.*

We have gone overbudget. FC will ask Soares Pumping Inc. if we can skip the October pumping to save money.

6. *Annual Meeting.*

The meeting is tentatively scheduled for December 5th. Amber will find a possible venue to hold meeting.

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

- Amber will email Trustees all estimates received for tree removal.
- Amber will check with Soares to see if prices will be increasing next week.
- Amber will get Trustees invoices for next year and will inform Board of rates for 2019.
- FC will change the address numbers and arrows in front of buildings.
- FC will clear gutters to prevent water from flowing into units.

Next Board meeting is scheduled for Wednesday, November 7th at 6:45pm. It will be a live meeting.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,
Javier Trevino