

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes August 24, 2016

Present: Gary Bushey, Mark Flicop, Larry Grant, Amber Hall, Amy Marsden, Javier Trevino.

The meeting was called to order at 6:45pm.

1. The Board discussed condo fee delinquencies.
2. Septic system. Amber spoke with Bob Soares who reported to her that work on the septic system is proceeding apace. Bob assured her that there will be no change in the final cost. The Board will meet with Bob once he has finalized all plans.
3. Landscaping. All current projects have been completed. During the last walkthrough, the Board gave Steve a blanket assignment to beautify the property in accordance with his judgment. He will create a visual proof to give the Board a sense of what he envisions for the property. Amber spoke with Steve about the need to widen the riverbed previously constructed at Building 137 because it is not working properly. Amber will communicate with Steve about what remains to be done and will follow-up on straightening the wall at Building 145.
4. Foreclosure. Unit 137-4 is in the process of foreclosure.
5. New owner. The owner at 145-2 will be moving in at the end of the week. FC sent her a welcome packet.
6. Budget. No problems or changes are foreseen with the current budget, which is similar to that of last year.
7. Mike and Larry's positions on the Board are expiring at the end of the year. Larry indicated that he would like to remain on the Board. The Annual meeting was set for December 13th.
8. Work completed. Repairs made to the steps at Building 145 by Dan Costeira were deemed satisfactory. The Board also expressed satisfaction with the painting done to the bulkheads. The owner at 139-4 reported to FC that he has not had water in the basement in some time.
9. FC reported that the electrical outlets at 139-3 and 139-4 do not appear to be up to code. FC will hire an electrician to determine if the outlets are legal.
10. Bills to be paid. The Board communicated to FC that expenses for work performed by SiteScapes on drainage and the riverbed should be paid from the reserves account. The 2 prec tests done by Soares should also be paid from reserves. FC was asked to ensure that the cost of the prec tests is part of the \$40,000 previously quoted by Soares.

11. FC will be sending crew to inspect entry points in basements that mice access. Amber will coordinate with Waltham Pest Control to come onsite to inspect and exterminate.

12. Owner at 143-2 had carpet and area rug in basement ruined due to flooding. FC will price the carpet and install. FC will file an insurance claim if cost exceeds the deductible.

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

- Amber will communicate with Steve at SiteScapes about what remains to be done and will follow-up on straightening the wall at Building 145.
- FC will hire an electrician to determine if the electrical outlets at 139-3 and 139-4 are up to code.
- FC will check that the cost of the prec tests is covered by the \$40,000 previously quoted by Soares.
- FC will inspect entry points in basements that mice access. Amber will have Waltham Pest Control inspect and exterminate.
- FC will file an insurance claim if damage costs at 143-2 go over the deductible.

Next Board meeting was set for September 28th at 6:45.

The meeting was adjourned at 7:30 pm.

Respectfully submitted,
Javier Trevino