

TOWN HOUSE ESTATES OF NORTON

Board of Trustees Meeting Minutes March 16, 2015 Conference Call

Present: Gary Bushey, Mark Flicop, Larry Grant, Amber Hall, Amy Marsden, Mike O'Sullivan,
The meeting was called to order at 6:30pm.

1. Delinquencies

The Board discussed ongoing delinquencies.

2. New Business

- a. Board agreed to limit the volume of email communications among Board members. Email will be largely confined to emergencies and to voting on pressing matters and decisions. The following rules were adopted: (1) each email message will be limited to a single thread or topic; (2) email messages will be kept short and concise; (3) the number of email messages will be curtailed.
- b. The Board encourages members to propose any vendors for bids. Members who recommend vendors, whom they know personally, will recuse themselves from voting to avoid potential conflict of interest. All vendors' names proposed should be directly submitted to First Choice. All vendors must be insured and have a certain amount of coverage.
- c. On March 14th and 15th the Gen Corp insurance adjuster failed to complete assessing the units that reported water damage and was regarded by several Board members as "unprofessional and scattered." Board will seek quotes from another company for an adjuster.
- d. FC mailed a letter to all owners requesting proof of HO6. All owners must have homeowners insurance; it is required in the bylaws.
- e. FC shoveled snow out of all the gas meters. Bulkheads are now visible.
- f. Even after making request, landscaping company has still not removed snow blower that had been left at 139-6 walkway.

Next meeting, by conference call, was scheduled for March 20th at 6:30

The meeting was adjourned at 7:30 pm.

Respectfully submitted,
Javier Trevino