

## TOWN HOUSE ESTATES OF NORTON

### Board of Trustees Meeting Minutes January 25, 2018

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. All owners with a balance due were sent statements indicating such.
2. During snow plowing in the parking lots, the snow is not being pushed back far enough. The new people working for ProScape don't know the property well enough yet and will need to be reminded to push the snow further away from the parking lot and dumpster.

It was reported that some trees and tree branches need to be cleared around the buildings.

The owner at 139-5 contacted First Choice about not being able to locate her cable t.v. line. Amber will see if FC can run a line into the unit.

The same owner had questions about her insurance recovery from GNC. Amber will provide her with answers.

3. All board members present at the meeting read and signed the Officers Elected & Acceptance Document that Amber made available.
4. Mark Flicop requested that Board members each draft 3 questions for a survey questionnaire conducted through Survey Monkey soliciting unit owners about THEN condo bylaws. These questions should address changes that members would like to see made to the bylaws. Amber will provide a sample of condo bylaws for members to consult in drafting their questions.
5. SiteScape invoices on snow removal and treatment were reviewed and approved by the Board.
6. Board reviewed ProScape snow removal contract and related documents. The Board unanimously agreed to allow ProScape to take on the job of snow plowing and removal. FC will inform ProScape that they need to clear the walkways *before* the parking lots are plowed. This will ensure that owners can get out of their units to move their cars for plowing.
7. Board requested that FC clarify its policy and practice of responding to calls from THEN unit owners. Amber informed that calls go to an answering machine. Only "true" emergency calls are taken. Amber will make sure that Amy and Steve at FC are aware of the situation of calls by unit owners not being answered. Amber stated that she can receive emails on her mobile phone.

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

- Amber will see if FC can run a cable line into unit 139-5.
- Amber will provide owner at 139-5 with answers to her questions about GNC insurance.
- Amber will provide Board members with a sample of condo bylaws for them to consult.
- Amber will communicate with FC that unit owner's calls not being answered.

The Annual Meeting is scheduled for Thursday, February 22 at 6:45pm. It will be a conference call.

The meeting was adjourned at 8:07 pm.

Respectfully submitted, Javier Trevino