

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **January 23, 2012**
Time: 7:00 PM
Place: Northgate Gardens on-site office

Minutes

Minutes submitted by: Matthew Pitney

Attendance: Chairman: Tony DiMasi, Trustees: Fred Chamberlain, Karen Toney, Michael Kaye, Matthew Pitney, Property Managers Reed Rappoli & Crowninshield representative Chris McCarthy

Dan Romard notified the board that due to conflict in schedule he was unable to attend the meeting.

I. CALL TO ORDER – 7:00P

A. Hearing requests – No hearings

II. APPROVAL OF PRIOR MEETING MINUTES

A. December 21, 2011 – Karen a motion to approve the minutes. Michael seconded the minutes. Board approved.

III. FINANCIAL REPORT

A. December Financials - Karen and Michael talked with Dan prior to meeting and he was pleased with the financials for December.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

- A. Maintenance charges – Reed presented the charges. Board is pleased with the charges
- B. Roofs – Waiting to make final payment. SPS is scheduling final inspection.
- C. 36-38 Jac Window replacement – Windows installed
- D. Electrical inspections – Michael motioned to approve to change aluminum wiring in 2 remaining units. Karen seconded the motion and the board approved. Tony did not vote.
- E. Overlook Fence replacement – Waltham Overlook denied our proposal to put up a new fence. Currently nothing is going to change.
- F. Fire door vandalism – Vandalism has stopped.

V. NEW BUSINESS

- A. Security cameras – Hold off until further notice
- B. Irrigation system - Hold off until further notice
- C. Insurance – Chris is going to negotiate with various vendors.
- D. Pest Control - New contract was signed with Page Exterminating

- E. Overlook – Reed is going to charge Waltham Overlook with 2011 road usage
- F. Guest parking – Reed & Chris are going to work on a better parking solution and present it to the board next month.
- G. Water Bill comparison – Reed is going to improve the water bill comparison by comparing each month to the previous year for water consumption only.
- H. Cleaners – New contract signed by Campos Cleaning.
- I. Signs – Pedestrian Crossing sign is going to be installed on the top of Jacqueline Road.
- J. Fees – Adjusted maintenance fees according to labor rates.

VI. Executive Session

A. Correspondences

Meeting adjourned at 9:36pm

Next meeting is scheduled for February 22, 2012