

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **August 20, 2013**
Time: 7:00 PM
Place: Northgate Gardens Office

Minutes

Minutes recorded by: Kevin Russo

Attendance: Chairman: Tony DiMasi; Trustees: Karen Toney, Fred Chamberlain, Michael Kaye, Kevin Russo; Property Manager: Reed Rappoli.

I. CALL TO ORDER – 7:00P

- A. Hearing Requests- John Langley of 36 Jacqueline Road addressed the Board to discuss reimbursement for repairs to heating system within boundaries of unit. Second hearing did not show up.

II. APPROVAL OF PRIOR MEETING MINUTES

- A. July- Karen made a motion to approve the minutes. Michael seconded and the Board approved.

III. FINANCIAL REPORT

- A. July- Michael presented. Board requested clarification of the following budget line items: heating; office/administrative; cleaning; electrical/alarms.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

- A. Maintenance charges – Reed presented. Everything is good.
- B. Boiler Replacement- replacement projects complete in buildings 27-29 and 36-38 Jacqueline Road.
- C. Tree Removal- trees scheduled for removal will be marked with spray paint. Residents will be notified of plan.
- D. Landscaping- The removal of poison ivy near 62-64 Jacqueline Road is complete.
- E. Surveillance Cameras- Michael reported that camera seemed to be working well, without branches or trees obstructing view of pool. Reed reported that office equipment needs to be upgraded before we are able to convert recorded video footage into file for storage on computers.

V. NEW BUSINESS

- A. Roofs- Reed presented 2 proposals with further clarification of prices. Reed will secure dates and price from SPS to use Martell Roofing as subcontractor.
- B. Landscaping- Reed presented proposal from Vanaria Landscaping to remove poison ivy behind building 27-29 Jacqueline Road. Michael made motion to approve proposal. Kevin seconded and the Board approved.

- C. Irrigation Repair- Reed presented proposal from Vanaria Landscaping to remove and replace concrete walkway in front of office to accommodate irrigation repair. Board voted to replace entire walkway rather than small section. The Board requested revision of the proposal to specify finishing style, edging, and expansion joints.
- D. Retaining Wall- Reed presented proposals from Coweaset Engineering (Vanaria/Ideal Block), Greylock Design Associates, and Santangelo Landscaping. The Board voted to select Coweaset Engineering. The Board requested official contract for signature.
- E. Parking Area- Reed presented estimated price to re-grade parking area at rear of 57-63 Lionel Ave. Tony made suggestion to surface grind asphalt below new doors.
- F. Rear Entrances- Reed presented proposals to replace rear entrance doors. The Board requested additional warrantee information before finalizing a decision.
- G. Parking- tabled.

VI. Executive Session-

- A. Correspondences;

Meeting Adjourned at 10:00 PM

Next meeting will be held on September 25 at 7:00 PM