

# **Northgate Gardens Condominium**

## **TRUSTEE MEETING (OPEN)**

Date: **February 21, 2013**  
Time: 7:00 PM  
Place: Northgate Gardens Office

### **Minutes**

Minutes submitted by: Matthew Pitney

Attendance: Chairman: Tony DiMasi, Trustees: Karen Toney, Michael Kaye, Dan Romard, Matthew Pitney, Property Manager Reed Rappoli & Crowninshield representative Chris McCarthy. Fred Chamberlain was absent.

#### **I. CALL TO ORDER – 7:00P**

- A. Hearing Requests- No hearings
- B. Markarian Electric – Dan from Markarian gave a presentation on how to use the camera system

#### **II. APPROVAL OF PRIOR MEETING MINUTES**

- A. January 16, 2013 – Michael made a motion to approve the minutes. Karen seconded and the board approved.

#### **III. FINANCIAL REPORT**

- A. January – Dan presented. 2012 was a good year financially, the reserve is increasing and the 2011 debt is almost gone.

#### **IV. MANAGEMENT REPORT/CURRENT BUSINESS**

- A. Maintenance charges – Reed is going to calculate and use the actual total labor cost that it costs Northgate on the maintenance report.
- B. Surveillance cameras- Markarian performed additional work. The license plate camera is in place and is working.
- C. Memo Holders- New snap memo holders have been installed above the mailboxes.
- D. Towing/ Parking- Protech is now monitoring the parking lots. There will be no towing from 8am – 4:30pm 7 days a week.

#### **V. NEW BUSINESS**

- A. Tree Removal- Reed, Karen, Michael, Fred and a representative from Vaneria walked through the property. Reed and Vaneria are working on a report from the walkthrough.
- B. Roofs- Reed is going to get the specs from SPF and get bids for the roofs. Reed is also going to provide a list of issues with the roofs as well.
- C. Boiler Problems- 36-38 Jacqueline needs repairs to the water pipes.
- D. Tractor – The plow on the tractor needed to be repaired.
- E. Exterminating- Renewed contract with Page Exterminating
- F. Newsletter – February Newsletter has been approved. The newsletter will be issued monthly.

- G. Insurance – The insurance premium increased for 2013.
- H. Audit Review – Audit is in process by Keane and Company
- I. Website – Karen is getting the website transferred to Network Solutions. Karen and Jackie will be monitoring the website.

**VI. Executive Session-**

- A. Correspondences;

Meeting adjourned at 10:03pm

The resident annual meeting is scheduled for Tuesday March 12 at 7:00pm.

April meeting will be held on Wednesday April 17th at 7:00pm.