

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **July 10, 2013**
Time: 7:00 PM
Place: Northgate Gardens Office

Minutes

Minutes submitted by: Matthew Pitney

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

I. CALL TO ORDER – 7:00P

A. Hearing Requests- Alexander Bondarenko addressed the board about an incident that occurred at the pool. Ernesto Zarraga addressed the board about an inspection leak fee and a parking fine.

II. APPROVAL OF PRIOR MEETING MINUTES

A. June – Karen made a motion to approve the minutes. Michael seconded and the board approved.

III. FINANCIAL REPORT

A. June – Dan presented. Dan expressed that the expenses need to continue to be managed and that overall everything is going well and the reserve is continuing to increase.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

- A. Maintenance charges – Reed presented – Everything is fine.
- B. Boiler Replacement – 36-38 Jacqueline boiler is scheduled to be replaced on July 15th. During that time the pipes in the concrete will be repaired as well. The boiler replacement in 27-29 Jacqueline is going to be scheduled after the first boiler replacement is finished.
- C. Steam Cleaning – Carpet cleaning of all buildings is complete. Everything went well.
- D. Tree Removal – 8 of the high priority trees have been marked for removal. Reed is going to mark the remaining 8 trees. Notices are going to be posted in each building notifying residents about the tree removal processes.
- E. Landscaping – Poison Ivy near 62-64 Jacqueline has been sprayed by Vaneria and will be removed. 27-29 Jacqueline also has poison ivy that will be treated and removed by Vaneria.

V. NEW BUSINESS

- A. Roofs –Reed is going to receive pricing clarification about the proposal that was received by SPS.
- B. Landscaping – Tony made a motion to plant a Japanese Maple Tree in the open area next to 57 Lionel. Dan seconded and the board approved.

- C. Retaining Wall – Reed received a proposal from Greylock and is waiting on proposal from Ideal.
- D. Parking – Notice of parking policy will be going out to all residents and posted in every building. Guest/temporary passes are going to be a different color sticker on a bright piece of paper that is easy to notice. Reed is going to provide a towing report from Pro-Tech towing.
- E. Rear Entrances – Reed is going to get quotes for back entrance door replacements.
- F. Front Entrances – 33-35 Jacqueline rear entrance roof needs replacement. Reed is going to schedule Servpro to come in and clean up any mold. Maintenance will replace the roof once mold is cleaned.
- G. Masonry – Reed told the board that there are some patios that need repair. Reed is going to provide proposals at the next meeting.

VI. Executive Session-

- A. Correspondences;

Meeting adjourned at 10:56pm

Next meeting will be held on Tuesday August 20th at 7:00pm.

The summer BBQ at the pool will be held on Saturday July 27th.