

# **Northgate Gardens Condominium**

## **TRUSTEE MEETING (OPEN)**

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

### **Minutes**

Minutes submitted by: Matthew Pitney

Attendance: Chairman: Tony DiMasi, Trustees: Karen Toney, Fred Chamberlain , Michael Kaye, Matthew Pitney, Kevin Russo Property Manager Reed Rappoli & Crowninshield representative Chris McCarthy. Dan Romard was not in attendance.

#### **I. CALL TO ORDER – 7:00P**

A. Hearing Requests- There were no hearing requests for this month.

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

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

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

A. May - Mike presented in Dan's absence. Finances are continuing to be fine but still need to be monitored. One concern was about the high cost of the heating repair expenses. The board wants to know if these expenses are coming from the new or old heating systems?

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

A. Maintenance charges – Reed presented – Everything is fine.  
B. Boiler Cleaning – The new boilers are going to be cleaned. Reed is going to get quotes for cleaning the older boilers.  
C. Steam Cleaning – The common area carpets are going to be cleaned at the end of June and notices are going to go out to the residents for pricing on individual unit cleanings.  
D. Cleaners – New cleaning contractors are starting on July 1<sup>st</sup>.  
E. Tree Removal – Waiting on Vanaria to mark trees – should be done by middle to end of June.

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

A. Roofs – Reed is going to get a quote from SPS with Versaco Roofing Material  
B. Boiler Replacement – 36-38 Jacqueline is going to be replaced followed by 27-29 – Jacqueline. Karen motioned to have P.R. Douglas replace these boilers with new systems. Michael seconded and the board approved.  
C. Landscaping – Karen motioned to have the poison ivy removed from the hill next to 62-64 Jacqueline and then to have an engineer assess the hill and soil quality. Tony seconded and the board approved.

- D. Guest Parking Pass- All cars that receive a temporary guest-parking pass must park in a guest parking space. If the pass is for a temporary resident pass then the registered car pass will be invalid until the temporary pass is returned to the office. If the registered car is parked on the property while the temporary pass is still issued then the registered car will be towed. The Board agreed that this policy clarification should be implemented immediately and communicated to everyone that this will be enforced as of July 1<sup>st</sup>.
- E. Pool Guest Pass – The office will sell a punch pass ticket that will allow residents to purchase guest passes for the future. The lifeguard will punch a hole in the ticket for each guest that enters under that specific guest pass.

## **VI. Executive Session-**

- A. Correspondences;

Meeting adjourned at 9:24pm

July's meeting will be held on Wednesday July 10th at 7:00pm.

The summer BBQ at the pool will be held on Saturday July 27<sup>th</sup>.