

# **Northgate Gardens Condominium**

## **TRUSTEE MEETING (OPEN)**

Date: **May 22, 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, Dan Romard, Matthew Pitney, Kevin Russo Property Manager Reed Rappoli & Crowninshield representative Chris McCarthy.

#### **I. CALL TO ORDER – 7:00P**

A. Hearing Requests- Meelee Kim of 62 Jacqueline Road Unit 7 addressed the board about appealing a 4<sup>th</sup> inspection leak for a leak that has been on going for sometime now.

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

A. April - Karen made a motion to approve the minutes. Michael seconded and the board approved

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

A. April – Dan presented. Heating repairs have been high thus far for 2013. That number should even out during the summer months but needs to be watched when the weather becomes cold again. Overall the finances are good but not great, expenses need to continue to be watched.

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

- A. Maintenance charges – Reed presented – Everything is good.
- B. Website – Karen was able to get an administrator to update the website. Jackie is the point person for the website.
- C. Guard Rails- One section has been repaired. The second section will be repaired soon.
- D. Heating repairs- the pipe repairs for 36 Lionel Ave are still being repaired, should be finished soon.
- E. Pool- The pool has been prepared and will be ready for Memorial Day weekend.

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

- A. Tree Removal- The trees that are suggested to be removed will be marked. Notice will go out in the newsletter about the markings and once the marking have been up for 7 days the board will make a final decision.
- B. Roofs- 90-96 Lionel Roofs – The board is going to compare the two warranties. Reed is going to check on the labor warranties.
- C. Boilers – P.R. Douglas is going to clean all of the new boilers.
- D. Cleaners – Dan motioned to have Shine on Boston as the new cleaning service. Karen seconded and the Board approved.
  - A. Carpets/ Wallpaper – This work is on hold for now.
  - B. Steam Cleaning – Karen motioned to have Boyle Carpet Cleaning steam clean all 25 buildings. Kevin seconded and the Board approved.