

# **Northgate Gardens Condominium**

## **TRUSTEE MEETING (OPEN)**

Date: **January 23, 2014**  
Time: 7:00 PM  
Place: Northgate Gardens Office

### **AGENDA**

#### **I. CALL TO ORDER – 7:00P**

A. Hearing Requests- (none requested)

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

A. November-

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

A. December

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

A. Maintenance charges – included in packet. Please email Reed with any questions. Also see the Snow Removal spreadsheet

B. Tree Removal- removal complete, Reed to schedule stump grinding with Vanaria

C. Hill Stabilization- waiting to receive recommendations from Cowesett Engineering

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

A. Deduct meters- proposal from Silva Plumbing

B. A/C Covers- \$20-30 each, white, off-white, or gray. NG should purchase one for each unit, and Unit owners should be responsible for installing each year by deadline for window units (November 15). If not in place correctly, fine issued until it is resolved. If lost, we will purchase a new cover and charge to unit for consistency of exterior appearance. Maintenance crew available for hire to assist with cover installation. Concept Equipment (replacement AC units) sending us 2 sizes to verify correct size for bulk order.

C. Office Upgrades- new copy machine, will save \$98.18 per month (\$1,178.16 annually)

D. Mailboxes- need to replace in a few buildings

#### **VI. Executive Session-**