

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **February 11, 2014**
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- (none requested)

II. APPROVAL OF PRIOR MEETING MINUTES

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

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

III. FINANCIAL REPORT

A. January – Dan presented. The 2014 budget column has the incorrect numbers. The proposed budget numbers were added instead of the approved budget numbers. Overall everything looks good thus far in terms of expense. Dan is going to monitor the budget this month and make any adjustments to the budget if needed.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

A. Maintenance charges – Reed Presented. Everything looks fine.

B. Tree Removal- All tree removal and tree trimming has been completed. Stump removal will be scheduled once the weather permits.

C. Hill Stabilization- Coweest Engineering was not able to attend our meeting. Their report that was submitted to the board at our January board meeting was again included in the meeting packet which provided a preliminary report with recommendations. A meeting is going to be scheduled with Coweest and the Board to discuss the situation and possible resolutions.

V. NEW BUSINESS

A. Deduct Meters- The deduct meters for the final ten buildings will be installed in early spring.

B. A/C Covers- Reed is going to continue to get pricing for a/c covers for the entire complex. This is being carried over from January.

- C. Mailboxes- Reed is going to continue to get pricing on mailbox replacements. This is being carried over from January.
- D. Snow Removal – Going forward a reverse call blast is going to be made to notify residents to clean and move their cars within 24 hours after the snowstorm.
- E. Jacki will be leaving her office assistant position at Northgate as of 2/25/14. The board was notified that she was leaving at our last board meeting. The board has not received information on any job candidates for this position as of today.
- F. The board is still waiting to receive the written Job description for Jacki's position, which should include the duties, responsibilities, authority and reporting for this position.
- G. The above job description should also be in our operating procedures binder.
- H. Ballots packets were sent to all owners for the upcoming board election. The packets were to have an addressed, stamped enclosed envelope to make it easier for owners to respond. The envelopes were not stamped. This should be corrected when sending packets next year.

VI. Executive Session-

- A. Correspondences;

Meeting adjourned at 8:50pm

The Annual Meeting will be held at the Northeast Elementary School located at 70 Putney Lane in Waltham on Tuesday March 18th.

The April meeting has been scheduled for Thursday April. 17th at 7pm.