

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **September 16, 2014**
Time: 6:00 PM
Place: Northgate Gardens Office

Minutes

Minutes submitted by Matthew Pitney

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

I. CALL TO ORDER – 6:00P

A. Hearing Requests- No hearings

II. APPROVAL OF PRIOR MEETING MINUTES

A. August – The August minutes we not complete so they will be presented during the October Meeting.

III. FINANCIAL REPORT

A. August – John presented. It was a good month and lets continue to monitor everything closely. Year to Date is still over but that is due to gas and snow from the winter. John Vrahliotis has been added to the finance committee joining Dan Romard and Michael Kaye.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

A. Maintenance charges – Reed presented. No problems to discuss.

B. Hill Stabilization- Karen motioned to accept Vanaria Landscaping to construct the retaining wall for 62-64 Jacqueline Rd and a bid from Coweset engineering to oversee the construction by Vanaria. Michael seconded and the board approved. Project was approved with the stipulations that Coweset engineering agree to cap the total cost at \$2,000 and that we receive warranty information from Vanaria. If Coweset engineering does not agree to \$2,000 cap, we will proceed without them and just purchase the engineering plans for \$500. Travel billing needs to be clarified in the contract. Door to door billing needs to be removed from the contract. The manufacturer has provided a lifetime warranty for all materials. The work is estimated to begin during the second week of October.

C. Surveillance Cameras- Signs and window stickers still need to be posted throughout the complex stating that “The complex is under video surveillance.”

D. Roofs – Corolla Roofing is performing a test of the roofs on 44/50 Lionel and 47/53 Lionel in order to receive permits from the city. Tony motioned to accept the initial warranty of the roof membrane. Karen seconded and the board approved.

V. **NEW BUSINESS**

- A. Drainage/walkway – The board is still waiting on the report from John M Reddy about a complex wide study about the drainage issues that are happening. John is going to provide a preliminary report about the issues and what steps can be taken to resolve them.
- B. Marketing Plan – Dan Romard addressed the board about the possibility of a marketing/promotional program for the complex.

VI. Executive Session-

Meeting adjourned at 8:05pm.

Next meeting is scheduled for Wednesday October 15th at 6:30pm