

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **January 23, 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 –

1. November meeting minutes were not included in the meeting package. November Minutes were sent by Matthew Pitney three weeks prior to this meeting. The November minutes will be included in the next board meeting package for approval.

III. FINANCIAL REPORT

A. December – Dan presented. Still waiting on final 2013 numbers but overall everything looks good and adjustments will be made for the 2014 budget. Reserve is good and continuing to grow as planned. Abutter's revenue needs to be added to income.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

- A. Maintenance charges – Everything looks fine. Reed made a new report that reports non-business hour snow removal.
- B. Tree Removal- All tree removal and tree trimming has been completed. Stump removal is the only phase that needs to be completed. A special Thank You to the board members who helped supervise the tree removal project as per the absence of the property manager and Crowninshield management.
- C. Hill Stabilization- Coweest Engineering provided a preliminary report with recommendations. The Board and Reed are going to continue to work with Coweest to resolve this issue.

V. NEW BUSINESS

- A. Deduct Meters- Karen made a motion to complete the installation of water deduct meters for the final 10 buildings. Michael seconded and the board approved.
- B. A/C Covers- Reed is going to get pricing for a/c covers for the entire complex.

- C. Office Upgrades- Copy machine has been upgraded. This upgrade also reduced our copy machine costs.
- D. Mailboxes- Reed is getting pricing on mailbox replacements.
- E. Jacqueline Bass submitted a letter of resignation from her office position with Northgate Gardens and Crowninshield. She starts a new opportunity on February 26, 2014.

VI. Executive Session-

- A. Correspondences;

Meeting adjourned at 9:50pm

The next meeting has been scheduled for Tuesday Feb. 11th at 7pm.

The Annual Meeting has been scheduled for Tuesday March 18th.