

# **Northgate Gardens Condominium**

## **TRUSTEE MEETING (OPEN)**

Date: **February 18, 2015**  
Time: 6:30 PM  
Place: Northgate Gardens Office

### **Minutes**

Minutes submitted by Matthew Pitney

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

#### **I. CALL TO ORDER – 6:30P**

A. Hearing Requests- Hearing by resident Camille Ion.

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

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

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

A. January– Dan presented. The January financials look good however with all of the snow so far this year the snow removal expenses are going to be higher than budgeted. This overage is going to be carried throughout the entire year.

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

- A. Maintenance Charges – Jacki presented. No problems to discuss.
- B. Snow Removal of Roofs – The roofs that had reports of leaks and ice build up were cleaned off. Karen made a motion to have 3 additional roofs that need attention to be cleared off. Michael seconded and the board approved.
- C. Mailbox Replacement – The current mailbox size is no longer made so Jacki is going to look into a metal fabricator for a possible solution to repair the doors.
- D. Insurance update – The insurance policy for 2015 has been renewed.
- E. Fence Installment – The fence installation above the new retaining wall has been completed.
- F. Back Door Replacements – Jacki is continuing to gather information for replacement doors for the back of the buildings.

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

- A. Gas Contract – The gas contract renewal is on hold until further information from the gas company is received.
- B. Sander – Quotes for a new sander for the Kubota have been received. Jacki is going to gather more information about the sander and report back to the board.

- C. 90-96 Lionel Stairwell Wall – A crack was found near the ceiling in the stairwell. Jacki is going to get a professional to inspect the crack.
- D. 90-96 Roof - The roof, which was completed last year, is leaking. SPS is going to inspect the roof once accessible when the snow melts.
- E. Washer/Dryer in Units – The board voted and approved that as of 2/18/15 the board is not allowing washers and dryers to be installed in individual units.

## **VI. Executive Session-**

Meeting adjourned at 9:40pm.

The Annual Meeting has been scheduled for Thursday March 5<sup>th</sup> at 7pm at MacArthur Elementary School in Waltham.

Next meeting has been scheduled for Wednesday April 22<sup>nd</sup> at 6:30pm