

**Northgate Gardens Condominium**  
**TRUSTEE MEETING (OPEN)**

Date: **June 17, 2015**  
Time: 6:30 PM  
Place: Northgate Gardens Office

**Minutes**

Minutes submitted by John Vrahliotis

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

**I. CALL TO ORDER – 6:30 PM**

A. Hearing Requests – Hearing by resident Francine Cottone.

**II. APPROVAL OF PRIOR MEETING MINUTES**

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

**III. FINANCIAL REPORT**

A. May – Chris McCarthy presented. The May financials look good. We are still waiting for one last snow removal invoice to impact the snow removal expenses. The gas expenses are better than budgeted for the moment and helping to offset the snow removal expenses.

**IV. MANAGEMENT REPORT/CURRENT BUSINESS**

- A. Maintenance charges – Trustees reviewed. Nothing significant to report.
- B. Back Doors to be replaced – Jacki received and presented new quotes from NH Exteriors and New England School Services, Inc. Quotes received for all fiberglass doors with windows at quantities of 15 and 25 doors. Jacki is going to get additional quotes for fiberglass and steel doors, giving same specs to both companies to get direct comparison of pricing and materials. Quantity will also be increased for quotes to gather additional insight on bulk discounts.
- C. Pool Repairs – Tony is researching companies but no suitable company found at the present time that works with fiberglass.
- D. Summer Help – Jacki presented list of skills needed for the position and board of trustees reiterated its approval for the position and gave permission to post the job on different websites to attract applicants.

**V. NEW BUSINESS**

- A. Drainage – Waiting for John Reddy to conduct and present preliminary inspection of water drainage throughout the condo complex.
- B. Mulch – Board approved use of mulch in prior meeting as part of landscaping contract.
- C. Circuit Breakers – Michael made motion to get price quote for cost of inspecting all common area circuit breaker boxes. Kevin seconded. Board approved.
- D. Green Initiative Project – Chris McCarthy presented e-mail. Michael made motion to approve cost of hiring consultant to implement initial energy audits. John seconded and board approved.

**VI. EXECUTIVE SESSION**

Meeting adjourned at 9:30 PM

Next meeting scheduled for Tuesday, July 21, 2015, at 6:30 PM