

# Northgate Gardens Condominium Annual Meeting

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**Location:** MacArthur School, 494 Lincoln Street Waltham, MA

**Date:** March 5, 2015

**Time:** 7:00pm

## Minutes

Minutes submitted by Matthew Pitney

Attendance: Chairman: Tony DiMasi, Trustees: Karen Toney, Michael Kaye, John Vrahliotis, Matthew Pitney, and Kevin Russo; Property Manager Jacki Bass & Crowninshield representative Chris McCarthy. Dan Romard notified the board that he would be unable to attend the meeting.

1. Call to order – Meeting called to order at 7:18pm
2. Establish Quorum – Between absentee ballots and owners in attendance a quorum was not established.
3. Chairman’s Report – 2014 accomplishments, 2015 Goals – Chairman Tony DiMasi presented providing the 2014 accomplishments and 2015 goals of the board.
4. Treasurer’s report - Financial Review / Budget – Crowninshield Representative Chris McCarthy presented the final review of the 2014 financials and outlook of the 2015 budget since Dan was absent.
5. Candidates’ Statements (3 min. max) – Candidates Tony DiMasi, Karen Toney, Kevin Russo and John Vrahliotis provided statements.
6. Balloting / Election – Quorum was not reached.
7. Questions/Comments
8. Adjournment – Meeting adjourned at 8:34pm.

The April meeting has been scheduled for Thursday April 30<sup>th</sup> at 6:30pm.

## Northgate Gardens

### Chairman Goals and Accomplishments for 2015 Annual Meeting

#### 2014 accomplishments

- 1) Hired a new Property Manager for the office Jacki Bass
- 2) Hire new Assistant manager Christine Barrington
- 3) Purchased New Truck
- 4) Installed all new common area fixtures – LED energy efficient lighting
- 5) Annual Review/Audit and Tax return complete.
- 6) Fully funded Reserve account as planned.
- 7) Hill Stabilization project completed.
- 8) Installed new fence at top of the hill for safety reasons
- 9) Performed a survey of areas taking in water.
- 10) Replaced rotted framing in one of the buildings.
- 11) Performing duties efficiently with three maintenance members. And summer help will continue.
- 12) Summer BBQ
- 13) Patched and painted pool
- 14) Changed towing contractors and amended parking policy based on feedback from residents.
- 15) Replaced furnaces at two of the buildings. Receiving tax rebates.  
**Furnaces were 15-25 Lionel and 73-79 Lionel.**
- 16) Kept up with snow removal duties.
- 17) Removed dangerous and fallen trees from the property at several locations.
- 18) Cleaned carpets at all buildings.
- 19) Renewed insurance policy at minimal increase. Sent letter to all owners recently.

- 20) Replaced roofs at two different buildings.  
**44-50 Lionel and 47-53 Lionel.**
- 21) Engineered Hill Project.
- 22) Continued Hiring Vanaria to commit an extra snowplow to our property at all time during storms.
- 23) Made great progress collecting on delinquent accounts.
- 24) Kept swimming pool open through September by properly managing staff and closing it on rainy days.
- 25) Provided monthly newsletters to all residents.
- 26) Cleaned out catch basins
- 27) Finished installing new water meters
- 28) Repaired water main leak on Jacqueline
- 29) Installed new pump at swimming pool.
- 30) Finish addressing roof leaks as they pop and remove snow/ice weight from the buildings. We have removed it from the 6-pitched roofs completely as well as some flats.

## **2015 Goals**

- 1) Continue expanding on video surveillance systems.
- 2) Replace furnaces at two more of the buildings.  
**Yet to be decided based on not heat calls and by PR Douglas recommendations**
- 3) Replace roofs at two more buildings.  
**It looks like we will be doing 43-45 Jacqueline and 55-57 Jacqueline. and possibly 56-58 Jacqueline.**
- 4) Continue with tree removal program.
- 5) Address cleaners. May need to look at a new company.
- 6) Start Green Initiative Program

- 7) Replace mail-stations at each building
- 8) Replace AC Covers for 2015 Winter season
- 9) Continue replacing walkways and entrance stairs at worst locations
- 10) Repair Damaged Guard Rail.
- 11) Better utilize call blasts on immediate announcements and help with snow removal.
- 12) Continue with new plowing strategy by having Vanaria commit a truck to us.
- 13) Clean out all catch basins once winter ends.
- 14) Continue with aggressive exterminating.
- 15) Continue replacing carpeting and wallpaper where needed.

**6 Largest buildings. 43-45 Jac, 49-51 Jac, 52-54 Jac, 55-57 Jac, 56-58 Jac, 62-64 Jac. We are getting a per-building price and Board will decide on how many to complete.**

- 16) Replace dog house rear entrance doors at many locations