

Northgate Gardens Condominium

TRUSTEE MEETING (OPEN)

Date: **January 13, 2016**
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, John Vrahliotis, Dan Romard, Property Manager Jacki Bass & Crowninshield representative Chris McCarthy. Kevin Russo was absent.

I. CALL TO ORDER – 6:30P

A. Hearing Requests- No hearings.

II. APPROVAL OF PRIOR MEETING MINUTES

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

III. FINANCIAL REPORT

A. December 2015– Dan presented. The December/ Year End financials look good with a surplus even with the snow removal overage. The Reserve is in good shape but the finances need to continuously be monitored because of the snow removal and other rising costs.

IV. MANAGEMENT REPORT/CURRENT BUSINESS

A. Maintenance Charges – Jacki presented. No problems to discuss.

B. Roofs – Corolla Roofing to begin replacement of roof 49-51 Jacqueline on Jan. 13th & 14th weather pending.

C. Insulation – Rise Engineering is going to begin air-sealing insulation for the 6-pitched roofs. Michael made a motion to have the insulation of fiberglass installed. Karen motioned and the board approved.

D. Back Doors – Back door replacements are scheduled to begin on January 19th.

E. Fire Alarm Testing Results – Markarian finished the fire alarm testing. Jacki is going to clarify what work needs to be completed to be in compliance with the Waltham FD.

F. Chimneys – Dan made a motion to have PR Douglas inspect the chimneys to confirm they are not in use anymore. Tony seconded and the board approved. The next step is confirmed is to have the chimney's taken off of the roofs when that specific roof is replaced.

V. NEW BUSINESS

A. Electrical Breakers – Peter DiMasi is going to install new breakers in buildings where needed.

Meeting adjourned at 9:15pm.

Next meeting has been scheduled for Thursday February 18th at 6:30pm

The Annual Meeting is scheduled for Monday March 14th