

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **July 24, 2017**
Time: 6:30 PM
Place: Northgate Gardens Office

Minutes

Minutes submitted by John Vrahliotis

Attendance: Chairperson: Kevin Russo, Trustees: Karen Toney, Michael Kaye, John Vrahliotis, Property Manager Jacki Bass & Crowninshield representative James Connolly.

A. CALL TO ORDER REGULAR SESSION-6:30PM

B. HEARINGS –No hearings were held.

C. APPROVAL OF PRIOR MEETING MINUTES

A. May Meeting Minutes – A motion was made by Michael and duly seconded by Karen to approve the May Board of Director Meeting. The motion was approved unanimously.

D. FINANCIAL REPORT

A. June Financial Report - Michael presented the financials to the Board.

E. MANAGEMENT REPORT/CURRENT BUSINESS

A. Maintenance Charges – Jacki presented the maintenance charges. Activity was normal.

B. Lamp Replacement 33-35 Jacqueline – The bids were reviewed. A motion was made by Michael and duly seconded by Karen to approve the bid from Markarian Electric. The motion passed unanimously.

C. Carpet Install 43-45 Jacqueline – Currently in progress by A.J. Rose. It was noted that some of the staples were not installed correctly. This has already been corrected.

D. Roof Replacements 81-85 Lionel, 19-23 Jacqueline – The estimates were reviewed. The Board committed to approve this project by the end of the week.

E. Boiler Replacements 55-57 Jacqueline – Completed by P.R. Douglas, starting work on 49-51 Jacqueline next.

F. Walkway & Steps replacement 73-79 Lionel – Awaiting a few final bids.

G. Curb Repair on 52 Jacqueline – Also awaiting a final bid prior to vote.

H. Carpet Cleaning Common Areas – Was completed by Boyle Carpet Cleaning.

I. New Contracted Cleaning Company – Capital Cleaners began working as of July 15th.

F. NEW BUSINESS

A. Crowninshield Management / Northgate Gardens summer Cookout is scheduled for July 29th at 12:00 to 2:00pm

B. General Updates of Activities since May – None noted from last meeting.

G. EXECUTIVE SESSION: Meeting adjourned at 7:15pm. Next meeting is Tuesday, August 29th, 2017 at 6:30pm.