

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **October 17th, 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, Gary Morgan, Property Manager Jacki Bass & Crowninshield representatives Nick Ruccolo and Kristel Mejias.

- A. CALL TO ORDER REGULAR SESSION-6:30PM**
- B. HEARINGS** – No hearings were heard by the Board.
- C. APPROVAL OF PRIOR MEETING MINUTES**
- A.** August Minutes – A motion was made by Michael and seconded by Karen to approve the August meeting minutes. The motion was unanimously approved.
- B.** September Minutes – A motion was made by Michael and seconded by John to approve the September meeting minutes. The motion was unanimously approved.
- D. FINANCIAL REPORT**
- A.** September Financial Report – Michael presented the financials to the Board. Overall, financials look healthy and Michael requested additional info on cable/internet income.
- E. MANAGEMENT REPORT/CURRENT BUSINESS**
- A.** Maintenance Charges – The Board reviewed and maintenance appeared normal.
- B.** Roof Replacements Status – Corrola Roofing returning from Oct 20th - 23rd to finish metal roof flashing.
- C.** Walkway & Step Replacement 73-79L – Moved to executive session to discuss.
- D.** Door Installations – Reviewed bids submitted by LG Carpentry for replacement doors. Requested Jacki to contact Harvey windows and also awaiting spec information for comparison purposes.
- F. NEW BUSINESS**
- A.** Dumpster Covers – The Board requested Jacki get quotes for thicker, stronger plastic dumpster covers for review.
- B.** Moving In / Out Policy – The Board reviewed and approved an additional document being added to the owner packet giving general guidelines for moving.
- C.** Water Usage – Jacki and Karen presented a new water usage spreadsheet to identify leaks or other water usage related issues. The Board requested a running total at the end of the spreadsheet.
- G. EXECUTIVE SESSION**: Meeting adjourned at 7:45pm. Next meeting is Monday, November 27th, 2017 at 6:30pm.