

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **September 26, 2017**
Time: 6:30 PM
Place: Northgate Gardens Office

Minutes

Minutes drafted by Nick Ruccolo

Attendance: Chairperson: Kevin Russo, Trustees: Karen Toney, Michael Kaye, Dan Romard, and Gary Morgan. Property Manager Jacki Bass & Crowninshield representative Nick Ruccolo

- A. CALL TO ORDER REGULAR SESSION-6:30PM**
- B. HEARINGS** –No hearings were held.
- C. APPROVAL OF PRIOR MEETING MINUTES**
 - A. August meeting minutes will be presented for October meeting.
- D. FINANCIAL REPORT**
 - A. August 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. Charges were reviewed by the Board.
 - B. Roof Replacement 81-85 Lionel – Corolla Roofing, to inform them to start work asap, weather permitting.
 - C. Walkway & Steps replacement 73-79 Lionel – 3 Proposals were reviewed. Motion made by Mike and seconded by Kevin. Approved for NE Masonry. Awaiting a date to start.
 - D. Curb Removal 52 Jacqueline Road – Approved for NE Masonry if work can be accomplished within a month.
 - E. Balcony Repairs – Motion by Gary seconded by Mike. Approved NE Masonry for 3 balconies; 15F, 25D, 25 F on Lionel.
 - F. Electrical Panel Status – Report reviewed by the Board. Letter will be drafted for Board to be sent to unit owners to give 30 days notice to have work on panels completed.
 - G. Door Installations – tabled for further information on the 6 doors to be installed. It was also noted that there are 6 doors currently in storage in less than ideal condition.
 - H. Lock Boxes – Any lock boxes left behind by realty companies were cut off. No complaints thus far.
- F. NEW BUSINESS**
 - A. The dumpsters were discussed as follow up from previous meeting
- G. EXECUTIVE SESSION:** Meeting adjourned at 8:00pm. Next meeting is Tuesday, October 17, 2017 at 6:30pm.