

Northgate Gardens Condominium

Minutes of Board of Trustees Meeting

Date: March 15, 2018

Location: MacArthur Elementary School Waltham, MA

ATTENDANCE: Chairman: Kevin Russo, Trustees: Dan Romard, Karen Toney, Michael Kaye, Gary Morgan, Jacki Bass - On-Site Manager, Nick Ruccolo, VP of Crowninshield Management Corp.

I. CALL TO ORDER – 6:30pm

Chairman Kevin Russo called the meeting to order at 6:30 PM

II. Chairman's Report – 2017 Accomplishments 2018 Goals Accomplishments

1. Kept up with delinquent condominium fee collections.
2. We are having an outside independent CPA review our financials for the fiscal year 2017.
3. Funded the Replacement Reserve Account as planned.
4. Two roofs that have been replaced are located at 19-23 Jacqueline Road and 81-85 Lionel Avenue is completed.
5. Our staff continued trimming and removing small trees that are dead and too close to the building.
6. Major water main break on upper Jacqueline was repaired; Peter Ryan.
7. Boilers in two buildings 49-51 and 55-57 Jacqueline were replaced (we have applied for and received manufacturers rebates for the boilers).
8. Carpeted common area halls and stairways in buildings:
 - 43-45 Jacqueline
 - 56-58 Jacqueline
9. Also with the carpet renovation we wallpapered common areas 43-45 and 56-58 Jacqueline.
10. Completed replacement of six (6) exterior common area doors:
 - 20-22 Jacqueline
 - 19-23 Jacqueline
 - 81-85 Lionel
11. Held summer BBQ.
12. Staff did a good job keeping up with snow removal duties.
13. Kept swimming pool open as long as possible.
14. Exterminated all common areas inside all buildings.
15. Baited exterior of buildings for rodent control.
16. Continue with our roof replacement initiative replacing roofs that have been determined to be problematic or are leaking.
17. Review with Board regarding expanding on our video surveillance system.

18. Review boiler replacement initiative replacing two additional boilers in two (2) that are determined to be the most needed.
19. Continue with tree trimming and removal initiative as needed.
20. Review the replacement of mail stations at buildings as needed.
21. Continue to replace walkways and stairs as they continue to deteriorate.
22. Clean out all catch basins at the beginning of the spring season.
23. Continue re-baiting termite stations as required and bait stations at exterior of buildings.
24. Continue replacing carpeting in one building and wallpaper at 52-54 Jacqueline.
25. Continue adding loam and seed in areas that are needed.
26. Review and continue to enhance the appearance of the complex by additional landscaping in order to beautify and make the complex attractive.
27. Continue balcony repairs as needed.
28. Re-pitch parking lot behind 57-63 Lionel.

III. TREASURER'S REPORT

Michael Kaye reviewed 2017 year end budget and discussed revenue & expenses:

1. Review of Statement of Revenue and Expenses
2. Review Consolidated Balance Sheet
3. Review Replacement Fund Activity
4. Review 2017 – 2018 Budget Comparison

IV. CANDIDATES STATEMENTS

Candidates for the open board positions made a presentation:

1. Michael Kaye
2. Daniel Romard
3. Gary Morgan
4. Neal Chamberlain

V. BALLOTS & ELECTION

Ballots were collected

Quorum Report

36.33% appeared in person and with proxy.
A quorum was not achieved

VI. QUESTIONS & COMMENTS

Residents asked questions regarding:

- Boiler Installations
- Handicap Parking Spots
- Additional Parking
- Visitor Parking
- Fines
- Cable Income Amount

VII. SMOKING AMENDMENT

Michael Kaye made a presentation regarding a handout which contained information and ballots to amend the current bylaws, to prohibit smoking in units. A 75% approval is needed for the amendment.

Ballots were submitted from those in attendance, and those not in attendances will receive ballots in the mail

Comments from the audience were made regarding health issues, and expressing many different concerns.

Meeting Adjourned 8:30pm