

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **August 16, 2018**
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 Mgr. Spencer Robinson, and Crowninshield Representative Kevin Roberts.

A. **HEARINGS** – No hearings were held.

B. **APPROVAL OF PRIOR MEETING MINUTES**

- A. June Minutes – K. Russo made motion to approve amended minutes, K. Toney seconded, Board approved on a voice vote.
- B. July Minutes – M. Kaye made motion to approve minutes, K. Russo seconded, Board approved on a voice vote.

C. **FINANCIAL REPORT**

- A. August Financial Status Report – John presented the financials to the Board. We presently have a small budget surplus.

D. **MANAGEMENT REPORT/CURRENT BUSINESS**

- A. **Maintenance Charges** – Spencer presented. There were 21 total maintenance items in July.
- B. **Vendor Contract Review** – Spencer is getting bids for leasing versus buying a new copier for the office. Spencer also reviewed our contract with Automatic Laundry, expiry is Oct 2019. Currently in process of re-negotiating and comparing to other companies.
- C. 2018 Project Scheduling:
 - 1. **Smoking Amendment** – Amendment passed effective 08/09/18. Notices will be posted in mail display cases and put under resident doors.
 - 2. **Parking Monitor** – Spencer will serve as interim parking monitor. The Board requested an inventory of all parking stickers issued per unit.
 - 3. **Boiler Installs** – 62-64J will be done August 17th, 43-45J is complete. Board requested the excel spreadsheet of remaining boilers and roofs be included in next meeting packet.
 - 4. **Seasonal Flower Planting** – The flowers around the flagpole look great and Spencer will consult Lynn for additional planting ideas around the complex to be done in-house.
 - 5. **Cleaning Company RFP** – Awaiting additional bids from cleaning companies.
 - 6. **Pest Control Company** – K. Russo made motion to approve new pest control contract, K. Toney seconded, Board approved on a voice vote.
 - 7. **Fire & Safety** – Moved to executive.
 - 8. **Irrigation** – 6 buildings left to do next spring. Spencer is getting an estimate from Vanaria for Board review.
 - 9. **Dumpsters** – K. Toney made motion to approve 2 dumpsters from WastEquip, M. Kaye seconded, Board approved on a voice vote.
 - 10. **Backdoor Replacements** – 50L and 63L 2 rear doors from Provia to be delivered in 2-3 weeks. Roland to install.
 - 11. **Mailboxes** – The Board requested Spencer take an inventory of broken mailboxes for repair.
 - 12. **Masonry** – Spencer compiled an inventory of damaged balconies. Currently getting estimates for balcony repairs. The Board requested additional bids for the walkway repair at 73-79J also.
 - 13. **Roofs** – Corolla Roofing to begin installation at 36-42L in last week of August.
 - 14. **Wallpaper & Paint** – Spencer did inventory and 52-54J and 55-57J are next for paint and wallpaper. Spencer currently getting 3 bids.
 - 15. **Carpeting/Floor Mats** – Spencer presented bid for entry floor mats. The Board requested Spencer get some cost effective samples at a local big box store.

E. NEW BUSINESS

- A. Pool Area – Awaiting two more bids for pool equipment fence. New soda machine will be installed soon.
- B. Asphalt Repair – Awaiting additional bids for asphalt repair.
- C. Railings –Moved to executive.
- D. Newsletter – Kevin Roberts will send Spencer sample newsletters. Board requested they be done quarterly instead of monthly.

F. EXECUTIVE SESSION

Started at 8:30PM and ended at 10:00PM. Next meeting is Thursday, September 20, 2018 at 6:30pm.