

**Northgate Gardens Condominium**  
**TRUSTEE MEETING (OPEN)**

Date: **July 19, 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, Gary Morgan, Property Mgr. Spencer Robinson, and Regional Mgr. Kate Somers.

A. **HEARINGS** – The Board heard three hearings.

B. **APPROVAL OF PRIOR MEETING MINUTES**

1. June Minutes: M. Kaye requested the June minutes be amended to clarify old versus new cracks in sidewalk @ 12 Jacqueline Rd. Will vote on next meeting.

C. **FINANCIAL REPORT**

2. July Financial Status Report – John presented the financials to the Board. The financials look healthy YTD.

D. **MANAGEMENT REPORT/CURRENT BUSINESS**

3. Maintenance Charges: Spencer presented. Activity looked normal for the month.
4. Vendor Contract Review: Spencer is compiling a binder of all our vendor contracts and scope of services as a reference for the Board. K. Russo requested electronic copies as well via e-mail.
5. 2018 Project Scheduling:
  - a. **Smoking Amendment:** M. Kaye presented current status. Still need a few more votes.
  - b. **Boiler Installs:** Scheduled for 7/30/18, 62-64J and 43-45J. K. Russo made motion to approve new Turbo Max boiler tanks with 10 year warranty at same price as previous estimate once P.R. Douglas submits updated estimate, K. Toney seconded, Board approved on voice vote.
  - c. **Surveillance Cameras:** Spencer putting together specs for apples to apples comparison and will gather quotes.
  - d. **Irrigation:** Vanaria is working on 73-79, 81-85, 76-82 Lionel and need to call dig safe to place flags for 33-35, 36-38 Jacqueline.
  - e. **Dumpsters:** 2 Dumpsters need immediate replacement and maintenance is painting the others. Spencer in process of getting quotes for the 2 replacements.
  - f. **Backdoor Replacements:** Spencer identified 9 doors in need of replacement. In the process of scheduling C&S for initial 2 door work approved by Board on hourly rate.
  - g. **Mailboxes:** Spencer will get bid from metal welder / fabricator to see if the broken mailboxes can be repaired or replaced.
  - h. **Masonry:** Spencer will gather an inventory of Balconies in need of repair and try to locate Reed's list.
  - i. **Roofs:** Corolla currently working on repair at 15-25L. The Board also heard about leak at 36L and will address accordingly.
  - j. **Beautification:** Spencer will gather an inventory for painting, wallpaper, and walk off mats for lobbies.

E. **NEW BUSINESS**

1. **Landscaping:** The Board reviewed quotes for one tree removal behind 27 Jacqueline Rd and general storm cleanup and branch trimming. K. Russo made motion to approve Marquis Tree Service, K. Toney seconded, and the Board approved on voice vote. Spencer is working on gathering quotes from Vanaria for seasonal flower plantings and also looking into doing flower planting in-house with maintenance staff.
2. **Fire & Safety:** Fire alarm panel needs replacement at 36-42L. Board reviewed quotes and K. Russo made motion to approve quote from Markarian, M. Kaye seconded, and the Board approved on voice vote.

F. **EXECUTIVE SESSION**

Started at 8:00PM and ended at 9:40PM. Next meeting is Thursday, August 16, 2018 at 6:30pm.