

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **February 15th, 2018**

Time: 6:30 PM

Place: Northgate Gardens Office

Minutes

Minutes submitted by John Vrahliotis

Attendance: Chairperson: Kevin Russo, Trustees: Daniel Romard, Karen Toney, Michael Kaye, John Vrahliotis, Gary Morgan, Property Manager Jacki Bass and Crowninshield representative 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. November Minutes – A motion was made by Michael and seconded by Dan to approve the November minutes. The motion was unanimously approved.

B. January Minutes – A motion was made by Gary and seconded by Michael to approve the January minutes. The motion was unanimously approved.

D. FINANCIAL REPORT

A. January Financial Status Report – Michael presented the financials to the Board.

B. Monthly Managers Financial Review – Michael presented the Managers review to the Board. A request was made to adjust the gas and electricity budget accruals.

E. MANAGEMENT REPORT/CURRENT BUSINESS

A. Maintenance Charges – Jacki presented. Activity appeared normal for the month.

B. 2018 Annual Meeting – The date is set for March 15th. The Board reviewed the Annual Meeting letter to owners. The Board unanimously approved the letter.

C. Mailboxes – Karen requested to move item to executive session. The board approved.

D. 2018 Spring/Summer Projects

a. Boiler Replacements – The Board reviewed P.R. Douglas' quote. The Board requested last years quote for comparison and will vote via e-mail.

b. Landscaping Contract – The Board reviewed Vanaria's quote. Michael made a motion to get a 3 year quote from Vanaria and to ask for monthly activity reports, Kevin seconded, and the Board unanimously approved.

E. Door Installations Update – The install company is currently booked up. Will schedule as soon as they have availability.

F. NEW BUSINESS

A. 57-63L Parking Lot Re-pitching – The Board reviewed the engineer's quote. A motion was made by Michael to get 3 new quotes from asphalt companies, John seconded, and the Board unanimously approved.

G. EXECUTIVE SESSION: Meeting adjourned at 7:45pm. The next meeting date is Thursday, March 15th, 2018 at 6:30pm at the Douglas MacArthur School.