

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **January 30, 2018**
Time: **6:30 PM**
Place: **Northgate Gardens Office**

AGENDA

- A. **CALL TO ORDER REGULAR SESSION – 6:30pm**

- B. **APPROVAL OF PRIOR MEETING MINUTES**
 - A. November - Prior Meeting Minutes

- C. **FINANCIAL REPORT**
 - A. December Financials Status Report
 - B. Monthly Managers Financial Review

- D. **MANAGEMENT REPORT/CURRENT BUSINESS**
 - A. Maintenance charges – spreadsheets
 - B. Door Installations – Current update
 - C. Boiler Replacements 2018

- E. **NEW BUSINESS**
 - A. Spring / Summer projects 2018
 - a. 73-79 Lionel Avenue Walkway and Steps
 - b. Balcony Repairs
 - c. Roof Replacements 15-25 Lionel & 36-42 Lionel
 - d. Level Parking Lot behind 54-60 Lionel
 - e. Carpet & Wallpaper Installations

- G. **EXECUTIVE SESSION**
 - A. Job Descriptions
 - B. Snow Day Policy
 - C. Scheduled Meeting Date
 - D. Snow Removal Policy FINES
 - E. Smoking Policy
 - F. Annual Meeting Date

TOWING REPORTS

Northgate Gardens Condominium
TRUSTEE MEETING (OPEN)

Date: **November 27th, 2017**
Time: **6:30 PM**
Place: **Northgate Gardens Office**

Minutes

Minutes submitted by John Vrahliotis

Attendance: Chairperson: Kevin Russo, Trustees: Karen Toney, Michael Kaye, Tony DiMasi, John Vrahliotis, Gary Morgan, Property Manager Jacki Bass & Crowninshield representative Kristel Mejias.

- A. **CALL TO ORDER REGULAR SESSION-6:30PM**
- B. **HEARINGS** – The Board heard one hearing.
- C. **APPROVAL OF PRIOR MEETING MINUTES**
 - A. October Minutes – A motion was made by Michael and seconded by Karen to approve the October meeting minutes. The motion was unanimously approved.
- D. **FINANCIAL REPORT**
 - A. Monthly Managers Financial Review – Kristel prepared a report highlighting significant budget items for review.
 - B. October Financial Status Report – Michael presented the financials to the Board.
- E. **MANAGEMENT REPORT/CURRENT BUSINESS**
 - A. Maintenance Charges – Jacki presented monthly maintenance items, activity was normal.
 - B. Roof Replacements Status – The roofs for 19-23J and 81-85L are complete.
 - C. Walkway & Step Replacement 73-79L – Tabling until next season.
 - D. Door Installations – The Board reviewed quotes for rear replacement doors. A motion was made by Tony and seconded by John to approve labor quote from EMGESTOEC to replace 12 exterior rear doors. The motion was unanimously approved.
- F. **NEW BUSINESS**
 - A. Dumpster Covers – The Board reviewed the proposed replacement dumpster covers and requested additional specs regarding thickness and weight of replacement covers along with a request to examine dumpsters in need of replacement.
- G. **EXECUTIVE SESSION:** Meeting adjourned at 7:37pm. Next meeting date to be determined.

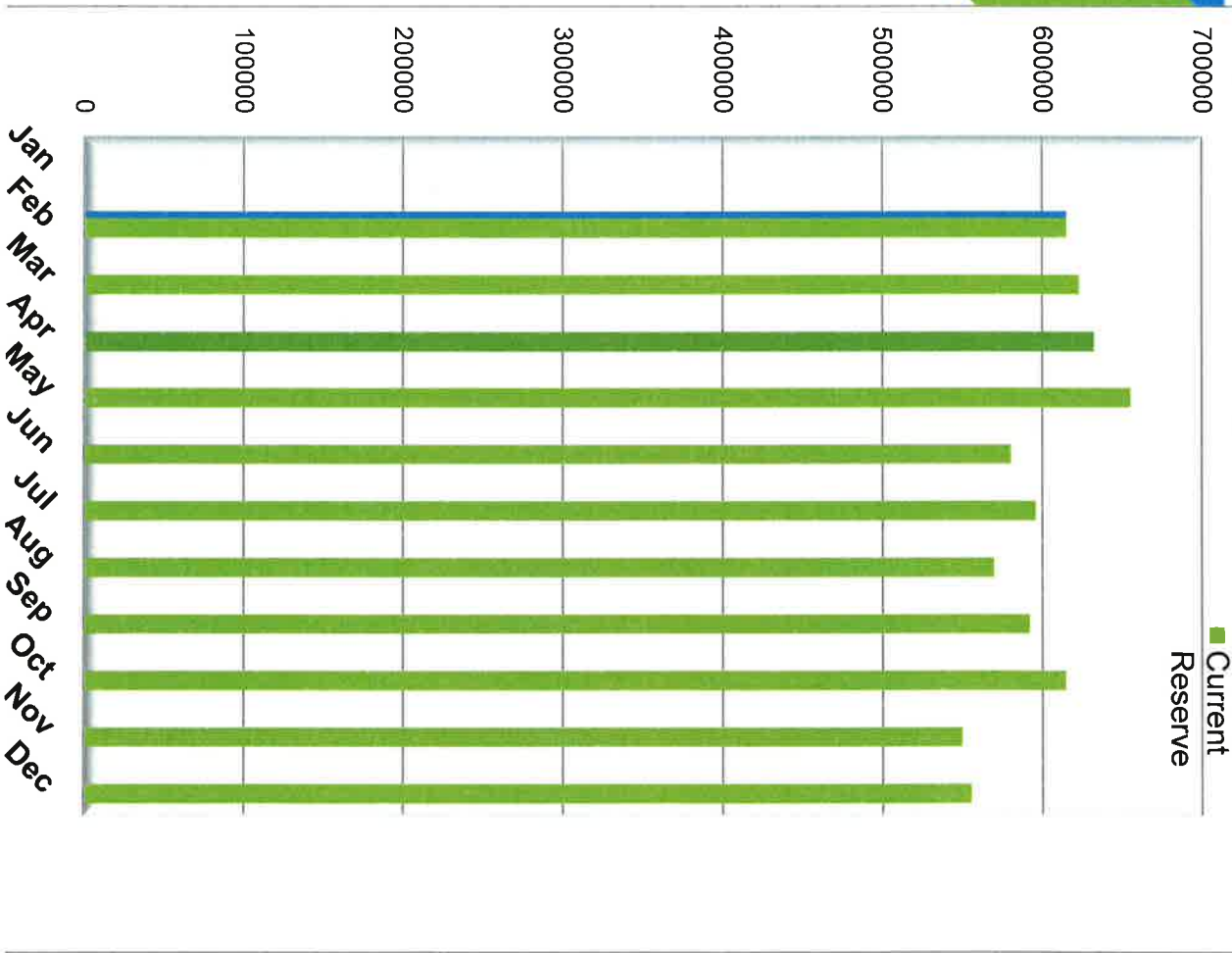
Reserve Account

| Month | Reserve | Current Reserve |
|--------------|-------------------|-----------------------|
| Jan | | |
| Feb | \$615,113.37 | \$615,113.37 |
| Mar | | \$622,995.85 |
| Apr | | \$632,559.69 |
| May | | \$655,296.00 |
| Jun | | \$580,349.00 |
| Jul | | \$595,842.05 |
| Aug | | \$569,540.91 |
| Sep | | \$591,968.66 |
| Oct | | \$614,415.12 |
| Nov | | \$549,602.71 |
| Dec | | \$555,376.82 |
| Total | 615,113.37 | \$6,583,060.18 |

Trends



Expense Trends by Month



| COMMON AREA REPAIRS November 2017 | | |
|--|---|-----------------------------------|
| DATE | LOCATION | ISSUE |
| 11/1/2017 | 22 Jacqueline | Replace second floor light |
| 11/1/2017 | Dead rat on sidewalk | |
| 11/1/2017 | 20-22 Jacqueline | Roof leaking |
| 11/2/2017 | 20-22 Jacqueline, 6-12 Jacqueline | Clean roofs |
| 11/2/2017 | 60 Lionel | Replace 3rd floor light |
| 11/3/2017 | Jim out, 1/2 day | |
| 11/3/2017 | Clean shop, put stuff away in pool house for winter | |
| 11/3/2017 | 9-11 Jacqueline, 36 - 42 Lionel | Clean roofs |
| 11/6/2017 | Santos out | |
| 11/6/2017 | 43 Jacqueline, 55 Jacqueline | Name tags |
| 11/6/2017 | Pick old recycle bins | |
| 11/6/2017 | Cut up recycle bins | |
| 11/7/2017 | Santos out | |
| 11/7/2017 | 56-58 Jacqueline | Water notices |
| 11/7/2017 | 57-63 Lionel | Broken glass in parking lot |
| 11/7/2017 | Start turning hall heat on | |
| 11/7/2017 | 55-57 Jacqueline | Boiler leak |
| 11/10/2017 | Jim out, 1/2 day | |
| 11/10/2017 | Boiler readings | |
| 11/10/2017 | 45 Jacqueline | Replace rear light |
| 11/13/2017 | Sal out | |
| 11/13/2017 | 58 Jacqueline | Light out |
| 11/13/2017 | 35B Lionel | Buzzer |
| 11/13/2017 | Check heat is on in empty units | |
| 11/13/2017 | 63 Lionel | Front hall heat leak |
| 11/13/2017 | 11 Jacqueline | Replace front light |
| 11/13/2017 | 11 Jacqueline | Replace front light |
| 11/14/2017 | 90-96 Lionel | Boiler leak |
| 11/14/2017 | 33-35 Jacqueline | Replace boiler room light |
| 11/14/2017 | Crowninshield | Ladder safety |
| 11/15/2017 | 27 Jacqueline | Replace boiler room light fixture |
| 11/15/2017 | 54 Lionel | Replace 3rd floor light |
| 11/15/2017 | 54 Lionel | Mop water off boiler room floor |
| 11/16/2017 | Clean catch basins | |
| 11/16/2017 | Upper Jacqueline | Clean drain at boiler room door |
| 11/16/2017 | Clean creek | |
| 11/16/2017 | Memos - agendas | |
| 11/16/2017 | 79-C Lionel | Letter under door |
| 11/17/2017 | 56-58 Jacqueline | no heat, CIRC PUMP |
| 11/17/2017 | Finish agenda memos | |
| 11/17/2017 | 15 Lionel, 19 Jacqueline, 23 Jacqueline | Plane doors |
| 11/17/2017 | 43 Jacqueline | Front door |
| 11/20/2017 | Sal Out | |
| 11/20/2017 | 56-58 Jacqueline | Check boiler |
| 11/20/2017 | Lube door and adjust | |

| COMMON AREA REPAIRS November 2017 | | |
|--|---|-------------------------|
| DATE | LOCATION | ISSUE |
| 11/20/2017 | 54 Jacqueline | Water on floor |
| 11/21/2017 | 47-53 Lionel | Paint Boiler Room Floor |
| 11/21/2017 | Property | Light list |
| 11/21/2017 | Property | Clean catch basin |
| 11/22/2017 | Jimmy - 1/2 DAY | |
| 11/22/2017 | Clean catch basins | |
| 11/22/2017 | Put snow bucket on tractor | |
| 11/22/2017 | 54-60 Lionel | Snake boiler room sink |
| 11/22/2017 | 57 Jacqueline | Adjust front door |
| 11/23/2017 | Holiday | |
| 11/24/2017 | Holiday | |
| 11/27/2017 | Sal out | |
| 11/27/2017 | Pick up ice melt and put away | |
| 11/27/2017 | Check boiler temps | |
| 11/27/2017 | 55-57 Jacqueline | Boiler |
| 11/28/2017 | lube dumpster doors | |
| 11/28/2017 | Fix parking lot sign at 9 Jacqueline | |
| 11/28/2017 | Replace light to 82 Lionel common hall storage area | |
| 11/28/2017 | 55-57 Jacqueline | Water shut off memos |
| 11/29/2017 | 56-58 Jacqueline | Removed bike |
| 11/29/2017 | 73-79 Lionel | Patch walkway |
| 11/30/2017 | Jim 1/2 day | |
| 11/30/2017 | 43-45 Jacqueline | Clean gutters |
| 11/30/2017 | 49-51 Jacqueline | Change flood lights |

| COMMON AREA REPAIRS December 2017 | | |
|--|--|---|
| DATE | LOCATION | ISSUE |
| 12/1/2017 | Property | Memos - Winter vacation, Heat and parking |
| 12/1/2017 | 73-79 Lionel | Patch walk |
| 12/1/2017 | 55-57 Jacqueline | Clean gutters |
| 12/4/2017 | Sal out | |
| 12/4/2017 | Property | Put out ice melt buckets |
| 12/4/2017 | 82 Lionel | Change flood light |
| 12/5/2017 | Name Tags | 20, 43, 49 |
| 12/5/2017 | 5 letters under doors | Electrical panels |
| 12/5/2017 | Finish putting out ice melt buckets | |
| 12/5/2017 | 43 Jacqueline | Front door cylinder |
| 12/6/2017 | 49-51 Jacqueline | Memos - Water notices |
| 12/6/2017 | 15 Lionel | Remove boxes and back hall trash |
| 12/6/2017 | Go to registry for new license plates | |
| 12/6/2017 | 76-82 Lionel | Memos - storage units |
| 12/6/2017 | Upper Jacqueline | Clean gutters |
| 12/7/2017 | Sand and salt barrels | |
| 12/7/2017 | Snow stakes | |
| 12/7/2017 | Fix snow signs | |
| 12/8/2017 | Jim out | |
| 12/8/2017 | 49-51 Jacqueline | Turn Water off |
| 12/11/2017 | Santos out | |
| 12/11/2017 | 63 Lionel | |
| 12/11/2017 | Key stuck in door | |
| 12/11/2017 | Snow clean up | |
| 12/12/2017 | Sal out | |
| 12/12/2017 | 30 Jacqueline | Name tags |
| 12/12/2017 | 43-45 Jacqueline to 49-51 Jacqueline | Move handicapped sign |
| 12/13/2017 | Santos out | |
| 12/13/2017 | 55-57 Jacqueline | Cover window vents |
| 12/13/2017 | 49-51 Jacqueline | Cover window vents |
| 12/13/2017 | Memos - Stickers Flyers | |
| 12/14/2017 | Sal out | |
| 12/14/2017 | 63 Lionel | Adjust front door |
| 12/14/2017 | 35 Lionel | Change storage hall light fixture |
| 12/15/2017 | Jim out | |
| 12/15/2017 | Memos - Stickers Flyers | |
| 12/15/2017 | Xmas lights at office | |
| 12/15/2017 | 6 Jacqueline | Adjust door lock |
| 12/18/2017 | Santos out | |
| 12/18/2017 | 6 Jacqueline | Repair the door lock |
| 12/18/2017 | Meet with rug guys | |
| 12/18/2017 | Check rear door installed | |
| 12/19/2017 | Sherman Lock | |
| 12/19/2017 | Start boiler, light and doors readings | |
| 12/19/2017 | Patch pot holes | |

| COMMON AREA REPAIRS JANUARY 2018 | | |
|----------------------------------|--------------------------------------|-------------------------------------|
| DATE | LOCATION | ISSUE |
| 1/1/2018 | Holiday | |
| 1/2/2018 | 60 Lionel | Front door |
| 1/2/2018 | 82 Lionel | Front door |
| 1/2/2018 | Fill ice melt buckets | |
| 1/2/2018 | 45 Jacqueline | Step falling off |
| 1/3/2018 | 6-12 Jacqueline | Sewer back up |
| 1/3/2018 | Snow signs | |
| 1/3/2018 | Home depot | |
| 1/3/2018 | Name tags | |
| 1/3/2018 | 41 Lionel | Back door |
| 1/4/2018 | Blizzard | |
| 1/5/2018 | Blizzard | |
| 1/8/2017 | 43-45 Jacqueline | Clogged laundry room sink |
| 1/8/2017 | 43 Jacqueline | Sticky lock |
| 1/8/2017 | 43 Jacqueline | Keys Memos |
| 1/8/2017 | Sherman lock | |
| 1/9/2018 | 81 Lionel | Rear door |
| 1/9/2018 | Clean snow | |
| 1/10/2018 | Clean catch basins | |
| 1/10/2018 | Boiler room door drains cleaned | |
| 1/10/2018 | Sherman lock | |
| 1/10/2018 | 41 Lionel | Light out 3rd floor |
| 1/11/2018 | Meeting at Crowninshield until 12:00 | |
| 1/11/2018 | 33 Jacqueline | Railing bent |
| 1/11/2018 | 29 Jacqueline | Replace common hall light |
| 1/11/2018 | 73 Lionel | Rear door sticking |
| 1/12/2018 | 49-51 Jacqueline | Patch hole in boiler room ceiling |
| 1/12/2018 | 19-23 Jacqueline | Boiler room sink drain leaking |
| 1/12/2018 | 41 Lionel | Wallpaper repair at mailbox |
| 1/15/2018 | Holiday | |
| 1/16/2018 | 62-64 Jacqueline | Truck on walk |
| 1/16/2018 | Snow signs | |
| 1/16/2018 | 50 Lionel | Ice melt parking lot |
| 1/17/2018 | Snow storm | |
| 1/18/2018 | Clean up snow | |
| 1/18/2018 | 19-23 Jacqueline | Fire alarm |
| 1/19/2018 | Memos | Agendas - Items in hall - Balconies |
| 1/19/2018 | 33-35 Lionel | Ice melt walk |
| 1/19/2018 | 57 Jacqueline | Name tags |
| 1/19/2018 | 9-11 Jacqueline | Keep door closed notices |

2017 NORTHGATE COSTS
December 2017

| Date | Number | Name | Unit | Memo | Amount | NG Costs | Difference |
|------------|--------|------------------|---------|--------------------------------------|--------------------|-------------------|-------------------|
| 12/08/2017 | 38825 | Matt Pitney | 57B L | Drainsnake bathtub | \$100.00 | \$27.32 | \$72.68 |
| 12/11/2017 | 38826 | Inda Colakhodzic | 19F J | Drainsnake bathtub | \$100.00 | \$27.32 | \$72.68 |
| 12/11/2017 | 38827 | Imad Loutfi | 35B J | Replace thermostat | \$125.00 | \$13.66 | \$111.34 |
| 12/11/2017 | 38828 | David Washburn | 49-8 J | Water shut off and on | \$25.00 | \$13.66 | \$11.34 |
| 12/11/2017 | 38829 | Emily Peou | 55-5 J | Water shut off and on | \$25.00 | \$13.66 | \$11.34 |
| 12/15/2017 | 38830 | Emily Peou | 55-5 J | Mailbox Lock | \$50.00 | \$13.44 | \$36.56 |
| 12/15/2017 | 38831 | Will Ho | 43-9 J | Mailbox Lock | \$50.00 | \$13.44 | \$36.56 |
| 12/15/2017 | 38832 | Nuria Lyons | 82D J | Mailbox Lock | \$50.00 | \$13.44 | \$36.56 |
| 12/15/2017 | 38833 | Pauline Gradeski | 6E J | Toilet fill valve | \$75.00 | \$13.66 | \$61.34 |
| 12/15/2017 | 38834 | Mark O'Meara | 56-11 J | Drainsnake bathtub | \$100.00 | \$27.32 | \$72.68 |
| 12/21/2017 | 38835 | Mary Giles | 58-3 J | Labor Rate - Check shower hot water. | \$25.00 | \$13.66 | \$11.34 |
| | | | | DECEMBER 2017 TOTAL | \$725.00 | \$190.58 | \$534.42 |
| | | | | 2017 YTD TOTALS | Amount | NG Costs | Difference |
| | | | | Jan-17 | \$480.00 | \$163.92 | \$320.22 |
| | | | | Feb-17 | \$1,318.50 | \$426.64 | \$891.86 |
| | | | | Mar-17 | \$1,727.40 | \$704.02 | \$1,023.38 |
| | | | | Apr-17 | \$1,627.20 | \$681.63 | \$945.57 |
| | | | | May-17 | \$1,243.60 | \$444.50 | \$799.10 |
| | | | | Jun-17 | \$1,206.20 | \$603.34 | \$602.86 |
| | | | | Jul-17 | \$1,418.40 | \$564.48 | \$853.92 |
| | | | | Aug-17 | \$1,231.00 | \$464.04 | \$766.96 |
| | | | | Sep-17 | \$502.79 | \$264.77 | \$237.92 |
| | | | | Oct-17 | \$2,091.00 | \$874.45 | \$1,216.55 |
| | | | | Nov-17 | \$610.74 | \$200.19 | \$410.55 |
| | | | | Dec-17 | \$725.00 | \$190.58 | \$534.42 |
| | | | | 2017 YTD TOTAL | \$14,181.83 | \$5,582.56 | \$8,603.31 |

2018 NORTHGATE REVENUE

January

| Date | Number | Name | Unit | Memo | Amount | NG Costs | Difference |
|--------------|--------|-----------------|--------|---|-----------------|-----------------|-----------------|
| 1/2/2018 | 38835 | Mary Giles | 58-3 J | Cannot shut off hot water in shower. Plumber needed | \$25.00 | \$13.66 | \$11.34 |
| 1/17/2018 | 38841 | Chun Chen g | 25F L | Labor Charge - Check heat in vacant unit | \$25.00 | \$13.66 | \$11.34 |
| 1/17/2018 | 38842 | Matthew Pitney | 57B L | Fill valve | \$75.00 | \$13.66 | \$61.34 |
| 1/17/2018 | 38843 | Raja Ananda | 50E L | Frozen Pipes, PR Douglas invoice chargeback | \$290.00 | \$27.32 | \$262.68 |
| 1/17/2018 | 38844 | Will Ho | 43-9 J | Labor Charge - Water shut off and on | \$25.00 | \$13.66 | \$11.34 |
| 1/17/2018 | 38845 | Elaine Kotsifas | 45-5 J | Labor charge to replace light bulbs | \$25.00 | \$13.66 | \$11.34 |
| 1/17/2018 | 38846 | Diane Carrabine | 23C J | Labor charge - unjam garbage disposal | \$25.00 | \$13.66 | \$11.34 |
| 1/17/2018 | 38847 | Lan Yang | 49-5 J | Fix broken pipes under kitchen sink and materials | \$113.19 | \$65.63 | \$47.56 |
| 1/17/2018 | 38848 | Donna Bruno | 44E L | Labor charge - check out ceiling stain | \$25.00 | \$13.66 | \$11.34 |
| TOTAL | | | | | \$628.19 | \$188.57 | \$439.62 |

