



Board: What's New



February 12, 2014

Unit Information Forms: Thank you to all owners and residents who completed your unit information form. It is very important to have current data on file for each unit in case of emergencies and per By-Laws.

On-Site Maintenance: The Board would like to introduce Steve Gagne (no relation to Gagne Plumbing) as our on-site full-time maintenance person. Steve lives within walking distance and comes to Oak Bridge with a wealth of skills. He has 20+ years experience working for companies maintaining large condo and rental properties as well as owning his own general contractor business. He has already made significant enhancements to our property's common areas and has many positive ideas come warm weather for our to-do list. Welcome Steve!

Our Condo Fees at Work: Your Board has been a busy working to improve our home, all without increasing condo fees. In addition to our monthly bills, maintenance and water issues, much has been accomplished. To re-cap: Reserve Study (\$3900), bldg 1&2&3 structural repairs (\$30,800), bldg 1&2&CH windows (\$5800), repair & tune-up bldg 2 boilers (\$6700), pavement, sidewalk & crack sealing (\$92,800), pool area: locker rooms, bathrooms and hallway (\$6900).

Snow Plowing and Deck Snow Removal: Please make sure to move you vehicle parked outside after each snow storm so our plowing company, MNM, can properly remove the snow from all pavement areas. We have sent e-mail reminders when we see cars still plowed in 24+ hours after a storm. If we see the same vehicles continually not moving after storms, towing may take place without notice at owner expense. In addition, per By-Laws, all units with outside decks must remove any and all snow or ice from their decks after each storm. Decks must be kept free of snow, ice or standing water to prolong the life of the deck. If you need assistance removing snow/ice, please contact our property manager. Thank you for your co-operation.

Garage Access Cards: Replacement garage access cards are on back order and are expected to arrive by February 22nd. Thank you for your patience.

Condo Dues + Account Late Fee Interest Policy: Based on the contents of our Association By-Laws, starting in March, any account that is 30 days overdue will be charged interest in addition to a late fee charge of \$15 for overdue condo dues. The interest applies to any balance on your account 30 days overdue (late condo dues, fees, fines, repair charges, etc.). The complete policy was sent to all owners via e-mail or USPS mail on February 10th (and is attached to this message). The complete policy can also be found on the website and will be added to our Rules & Regulations.

Parking on Outside Lots: Just a friendly reminder regarding vehicles parked on our outside lots. All vehicles parked outside on our parking lots must be currently registered, inspected and in drivable condition. "City of Concord Municipal Code does not permit inoperable or

unregistered vehicles to be parked just anywhere on public or private property. They may be stored inside garages, but may not be stored on driveways, unpaved surfaces, front, side or rear yards. Vehicles stored inappropriately continue to deteriorate and affect the overall appearance of the neighborhood. They also accumulate dirt, trash, leaves and debris. If you need to store a vehicle that isn't licensed, registered or operable, please put it in the garage or store it off-site, but not on the driveway, public street or in your yard. Help the City and your neighbors keep your neighborhood looking clean and uncluttered." Vehicles not meeting these standards will be ticketed and given only a few days to comply with the City of Concord code before being towed at owner expense. <http://www.ci.concord.ca.us/living/ns-qa-park-store-vehicles.aspx>

Please park in your assigned space. It has been noted people are parking in unmarked visitor spaces, especially in front of the Club House and Mailhouse, leaving their assigned spot open. We are running out of spaces for all our residents and our visitors. Please use your assigned space first so visitors and our vendors have a place to park. Thank you.

Building 1 + 4 Water Heaters: We continue to have damage from bursting water heaters in buildings 1 and 4. We are working with legal and our insurance company to set policy regarding the replacement of all water heaters over 10 years old. The Board is working hard to insure the safety and well being of our tenants and property while keeping expenses in check. We ask all owners to also do their part.

Water Issues: In addition to old water heaters and leaky toilets, the Arctic Vortex has hit Oak Bridge hard this year, creating water and ice damage. Harvard Management has identified (and whenever possible), corrected many of these issues. Insulation seems to be the main culprit. After bldg 3's water pipes were insulated and heating tape repaired, there has been no further pipes freezing in building 3. This same repair will take care of building 2's freezing issues as well. Ice build-up on our roofs is due to heat escaping into our attic crawl space, causing melting then re-freezing in the very cold weather. Additional attic insulation is on the schedule to correct this problem. Many water leaks behind our siding have been repaired, as well as the woodpecker holes behind building 3. Come spring, our siding and decks will be addressed and repaired where needed. Progress!

Reporting Building Issues: When calling Harvard Management after hours to report an issue, especially regarding water and heat, please check with your neighbor before making that emergency call to see if the call is necessary. Having a plumber come to investigate after hours is very costly to the Association. In addition, for non-emergency maintenance reporting, please log onto your account at Harvard Management's Caliber system and fill out a maintenance request. If you did not receive your Caliber log-in information, please call Harvard Management.

Saving Money on Electric Bills: You may or may not have seen a notice that Unitil Electric has increased their rates as of December 1, 2013. The Board has signed with ENH to save approximately 19% on the "ELECTRIC SUPPLIER SERVICE" portion of our Unitil bill. For more information on how you can save on your electric bill, go to www.electricitynh.com.

Reporting Violations: Harvard Management uses incident report forms when reporting a violation of Association Rules or By-Laws. This form can be found on the website under "Documents". It is requested violations be sent in writing using this form. You can also e-mail

the completed form to our property manager. All violation reporting must now be done in writing with contact information included. No phone calls please.

Dog Poop: Dog poop remains an issue. Just because its winter and snow may be on the ground, you still need to pick after your pooch and cat (no one likes stepping in it). It is part of your duty to pick up their doo-doo. Remember dog and cat owners, allowing pets is a privilege and not offered everywhere. This privilege can be suspended when this privilege is abused so be responsible and carry a plastic bag when walking your pet or give your cat a litter box. All pets, cats included, must be leashed when on common area property.

Reserving Club House for Parties: Remember to call Harvard Management to reserve the upstairs billiard/TV room for parties of 5-15 people. The reservation form can be found on our website under "Documents - Reserving the Club House".

Hallway Clutter and Unit Numbers: City Police and Fire regulations require each unit door number must be easily seen and cannot be covered. Make sure any hanging decorations do not block your unit's door number. In addition, Police and Fire regulations prohibit personal belongings in the common area hallway at anytime as tripping may occur in an emergency. Flat mats that do not block the opening/closing of a unit's door are permitted. The hallways are now being walked at least twice a week. Units will be ticketed if violating these City Police and Fire regulations. Please let the property manager know if your unit's door number is missing.

Board e-mail: oakbridgenh@hotmail.com

Oak Bridge website: www.oakbridgenh.org

OAK BRIDGE CONDOMINIUM ASSOCIATION

Date: February 7, 2014

To: All Oak Bridge Condominium Owners

From: The Oak Bridge Board of Directors/Harvard Management Solutions – Connie Garland

Re: Interest fee implementation

Recently the By-Laws of the association were reviewed and it was noted that interest charges may be implemented on association fees over 30 days delinquent. The association is a non-profit that needs to pay bills in a timely manner. If association fees are not paid on time the cash flow is affected. That being said the Board of Directors has voted to implement the added interest charge fee in addition to the \$15.00 late fee on those units over 30 days delinquent. This will become effective March 1, 2014. Please note the reference below that supports the board's decision on this. Your coupon book does not have this information on it as they were published before this decision was made.

By-Laws - page 27

Article XIII - Compliance and Default

1. Relief

e. Interest - Any dues over 30 days late "shall be obligated to pay interest" at highest rates or 12% whichever is less, "in addition" BOD can impose a late payment charge not to exceed \$15 or \$.06 per dollar on overdue amount, whichever is greater.

page 14 - V.3. Collection of Assessment

"...take prompt action to collect" more than 60 days overdue - this means any account 60+ days overdue will be sent to legal for prompt action

If you are behind in your association fees we urge you to contact management to set up a payment plan.

If you should have any questions please do not hesitate to contact Connie Garland at (603) 429-2019 ext. 338 or email cgarland@harvardmanagement.com.

Thank you.