

Dear Owners,

The Board would like to clarify deck/patio and garage issues that seem to be confusing.

#### Decks and Patios

On May 2nd, the attached notice was sent out regarding what the Board indicated would be allowed on decks and patios. In the spring, many decks and patios were filled with trash and clutter; quite unsightly and Concord Fire and Safety non-compliant. Instead of listing everything that could NOT be stored on decks/patios, the Board sent all owners a positive, short list of allowed items. If you have ANYTHING that is not on this short list still on your decks/patios, you must remove that item. Non-compliant examples recently viewed still on decks/patios are: snow shovels, any children's toys/furniture, any items attached to ANY part of the building, screen/wood doors, trash bags. If you have a garage space, you may TEMPORARILY place your patio furniture in your garage space ONLY while construction happens around your unit. All units should be in compliance regarding their decks and patios as of this notice.

NOTHING can be attached to ANY part of the buildings; this includes flags, plants, bird feeders, wind chimes, hooks or hangers. After siding construction and painting, any holes appearing in any part of the building will be repaired by the Association at owner expense. We cannot allow any holes where moisture can penetrate our building structures, preventing future rot and mildew.

#### Garage Spaces

On June 1st, the attached notice was sent out after our Master Policy Insurance Inspector toured the garages. A short list of items was dictated by the Inspector. The Board and property manager negotiated additional items that maybe in the garage outside of vehicles and sent this list with compliance requested by June 30th. Anything NOT on this list will be considered non-compliant. Many garage spaces still have items not approved. Items cannot be piled on top of metal/wooden locked storage cabinets. Nothing can block the garage space letter or number. ALL garage spaces should be in compliance as of this notice. The complete Inspector's report can be found on the website under "documents."

#### Non-compliant Notices

Non-compliant letters go out as follows: 1st letter is a warning stating you are not compliant and what IS allowed on decks/patios or garage spaces. The 2nd letter is a \$25 fine. The 3rd letter is a \$50 and fob deactivation for 30 days. Fines increase after the 3rd letter. The Board has directed our property manager to NOT list every item that does not comply regarding decks, patios or garage spaces as this would be too time and labor consuming. If an item is not on the approved list, it is NOT approved. This should be a simple process.

#### Garage Follow-up Inspection/Fines

The Master Policy Insurance Inspector will be making a surprise visit to Oak Bridge garages in the near future. The Board must make sure all garage spaces are cleaned and comply with his directives. We will be asking the Inspector to list any unit that does not pass his inspection. Any fines incurred will be charged to those units not in compliance. The Association cannot be held responsible for fines incurred by negligent owners. Again, if an item is NOT on the approved list, it is NOT approved.

The Board has made every attempt to create a positive, short list of items allowed and to be clear and concise, following all governing documents that have been in place for many, many years. Our new property management company is the first to follow-up and hold owners accountable to these governing documents. The Board is also held accountable to insurance and building inspector's reports.

ALL GOVERNING DOCUMENTS, RULES AND REGULATIONS, FINANCIALS, E-MAILS AND NOTICES can be found on the Oak Bridge website: [www.oakbridgenh.org](http://www.oakbridgenh.org). The Board asks all owners to please take the time to educate yourself and your tenants on the contents of our website. This will be the last communication on this subject prior to surprise garage inspection. Thank you for your cooperation.

# **Spring Update Notice - 2-May-2014**

**Dear Residents,**

**Now that spring is here we would like to remind all of you of things that need to be addressed:**

**The following items may be placed on your decks:**

**Electric grills only on the 2nd and 3rd floor. No gas grills are permitted.**

**Gas grills may be placed on the first floor patio, however it must be pulled out a full 10 feet during use. Residents are reminded that they need to attend to this grill while it is in the common area.**

**Patio furniture may be placed on the deck. Potted plants may be placed on the deck.**

**No items can be hung from, nailed to or affixed in any way to the deck or the siding of the building.**

**All winter items must be placed in storage or inside the condo.**

**No other items are to be stored on the deck or patio without board approval. If you have any questions or need clarification please do not hesitate to call Connie at the Harvard Office, email Connie or speak with a board member.**

**Thank you.**

# Oak Bridge Condominium Association

Date: June 1, 2014  
To: All Residents  
From: Harvard Management Solutions Inc. and the Board of Directors  
Re: Insurance audit

During the most recent property review we noted several items being stored in the garages. The following paragraph is part of the inspection report from Middle Oak Master Policy Insurance Company:

*“Housekeeping needs to be improved in the underground parking garages. When the building was built, the parking garage required a sprinkler system, which was designed for the hazard present – parked automobiles. Now it has been noted a great deal of storage, some neat and some not so neat. There was also a garage space noted where there is some type of auto maintenance and/or oil changes. One other area is storing tires and another area where there are combustibles that are being stored in a hazardous fashion. These items are increasing the fire load, which in turn could overpower the sprinkler system. The insurance company is mandating that limited storage be permitted with items being placed in a cabinet to reduce the ease of ignition. All flammable items such as oil and paint must either be removed or stored in a locked cabinet. Bicycles and strollers would be allowed to be stored outside the cabinet. The alternative is to remove all storage from the garage using it exclusively for automobiles.”*

We have until June 30<sup>th</sup> to obtain compliance. We ask that everyone begin working on this so that when the insurance company returns the property will pass inspection.

If you are renting your condo it is a state law that you install a carbon monoxide detector. This applies to all buildings at the property. Due to common gas boilers, buildings 2 and 3 are required to have a carbon monoxide detector in the condo regardless if you rent or not. You may simply purchase a combination smoke/ carbon monoxide detector and replace it where the smoke detector is currently located.

Buildings 1 and 4: Just recently we had another hot water tank fail causing damage to the condo below them. If you have not replaced your hot water tank recently or if you have a hot water tank that is over 10 years old, you will need to have it inspected. If you do not know the age of your hot water tank, an inspection is required. Management is requesting copies of said inspection reports. Earlier this year notices were sent out to buildings 1 and 4 with hot water tank specifications.

As you know the master insurance policy does not cover any damage from water for any reason unless the damage exceeds the deductible which is \$25,000.00 and \$5,000.00 for other non-water related losses. Owners need to contact their own insurance company to have an adjuster evaluate any damage and immediately notify management once that has been reviewed. Insurance is mandatory per the By-Laws.

We appreciate your cooperation with regard to the above items. If you should have any questions, please feel free to contact me at my office email: [cgarland@harvardmanagement.com](mailto:cgarland@harvardmanagement.com) or call me at (603) 429-2019 ext. 338