

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY JANUARY 25, 2011**

Present: Bob Boley - President
 Sue Mulhearn - Vice President
 Carol Cushing - Secretary
 Elaine Devlin - Great North Property Management

Absent: Michael Zachodny - Director

1. OPEN SESSION:

- a. Snow Removal From Decks - It was mentioned that residents are responsible for clearing snow from their individual decks.
- b. Ice Dams / Leaks - A few owners had concerns regarding ice dams and who was responsible for repairs to unit interiors as a result of leaks. Management explained the master insurance policy and the \$5,000 deductible per unit per event. Owners should go through their HO6 policies should it become necessary to file a claim. Management also stated that it would be prudent for unit owners to include a stipulation in their lease(s), that would ensure that their tenants would obtain renters insurance.
- c. Power Outages – Owners were instructed not call Great North, but to call Unitil in the event of a power outage.
- d. Marian Gynan announced the neighborhood Watch Meeting to be held in the library, and stated that she would be posting notices.

2. The meeting was called to order at 6:15 PM

3. MINUTES:

A motion was made by Sue Mulhearn, seconded by Carol Cushing, to approve the minutes of the November 18, 2010 Board meeting.

All in favor, the motion passed.

4. FINANCIALS:

The Board had no concerns regarding the January financials.

Elaine explained that the Association does not owe Comcast anything as the cable has been disconnected. The second invoice is known as a courtesy invoice and is essentially voided each month.

5. OLD BUSINESS:

Maintenance – Since having a few owners express interest in performing part time maintenance for the Association, the Board discussed and agreed that it would be prudent to have someone as a back-up in case of vacation, illness, and for after hours and weekends. Applications should be sent to Great North.

Dumpster Depot – Sue Mulhearn asked if contact was made with Dumpster Depot for renting a large dumpster for a community disposal. The other members agreed that it could wait until spring.

6. NEW BUSINESS:

Lowes Flier – A representative from Lowes Window Replacement Services, who has replaced windows for owners at Oak Bridge, asked permission to post a flier at the mail house. The Board said this was fine as long as it was no bigger than 8"x11".

Memo – Management will craft a memo to owners and residents, which will contain pieces on ice dams, insurance (Master Policy & HO6), snow removal from decks, power outages, and a few other reminders.

7. EXECUTIVE SESSION:

Board Member – The Board agreed to appoint Marian Gynan as the fifth Board member. She will fill the position of Treasurer vacated by Ric Riel.

8. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be on Tuesday, February 17, 2011 at the pool house at 6:00 PM.

9. ADJOURNMENT:

Meeting adjourned at 7:50 PM.