

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY APRIL 21, 2011**

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

Absent: Michael Zachodny

1. OPEN SESSION:

The open session consisted of a few owners and the maintenance techs that expressed concerns, which the Board and Management said would be addressed now that spring is here. Elaine stated that many of the maintenance issues will be noticeable during the forthcoming spring walk-thru.

Among items discussed were:

Bldg. #2: fans in garage not working efficiently – Dennis & Don; hole underneath step – Ultragreen.

Bldg. #3: exit door to parking garage should be replaced – Compton Construction; plastic wrap on small section of building – Dennis & Don; tree leaning on fence – Collins Tree Service.

General: unsightly patios, bulk items being thrown in dumpsters, cardboard boxes not being broken down, pool house light, window screens in fitness room, carpet cleaning.

Roofs: Owners were told that the Board will be reviewing another bid for the roofs and that notification will be forthcoming relative to a decision.

2. The regular meeting was called to order at 6:10 PM

3. MINUTES:

A motion was made by Sue Mulhearn, seconded by Marian Gynan, to approve the minutes of the March 17, 2011 Board meeting.

The motion passed, all in favor.

4. FINANCIALS:

Management explained that the \$40,000 transfer from operating to reserves, and the write-offs (voted on and approved by the Board at the March Board meeting) were not executed due to the fact that the Board meeting minutes were not delivered to accounting in sufficient time prior to the preparation of the March financials. These items will be reflected on the April financials.

Snow removal shows an overpayment. Elaine will check with accounting.

The Board asked that financials be available on the 10th of the month. Elaine will notify accounting.

5. OLD BUSINESS:

Sentry Roofing Quote – The Board of Directors, after reviewing the quote met with Paul Modzeleski of Sentry Roofing. They thanked Mr. Modzeleski for his time stating that further discussions will continue in Executive Session.

Parking Rules & Regulations – The Board agreed that going forward, the Rules & Regulations should state that all vehicles parked on Oak Bridge property must be inspected and registered with the state of NH (unless not required by state law), and that the appropriate stickers should be displayed on the vehicle(s).

A motion was made by Marian Gynan, seconded by Sue Mulhearn.

The motion passed, all in favor.

6. NEW BUSINESS:

Pool Repairs – The Board agreed that in light of subsequent repairs and issues to the swimming pool, hot tub, etc. and the substantial costs to Oak Bridge Condominium Association relative to those repairs, that a letter be sent (by registered/certified mail) to John Tremblay of Evergreen Management. Mr. Tremblay oversaw the renovations as a result of the insurance claim (Evergreen's umbrella policy) from the roof cave-in during the winter of 2008. The letter should include a detailed report of repairs and copies of all invoices.

Carpet Cleaning – Best Certified Carpets and Champion Cleaning submitted quotes for the carpet cleaning. Due to a discussion with owners at the open session of a recent board meeting, stating that Best had not done as good a job in 2010 as in previous years, the Board agreed that it was time for a change and that Champion Cleaning, who also submitted quotes for the garage cleaning and (common area) window cleaning should be awarded the contract.

A motion was made by Carol Cushing, seconded by Sue Mulhearn to have Champion Cleaning steam clean the carpets, sweep the garages and clean the windows.

The motion passed, all in favor.

Spring Walk-Thru – Has been scheduled for Friday, May 6th at 9:00 AM

7. EXECUTIVE SESSION:

Sentry Roofing Quote – Following a meeting with Paul Modzeleski of Sentry Roofing, the Board reviewed and discussed the proposal to replace the roofs and gutters on all Oak Bridge Buildings. In addition the quote also includes the installation of a fan system in the attic areas to keep those areas cool in the winter in order to minimize ice dam problems. Total cost of new roofs, gutters and fans (including labor & all wood rot repairs) is approximately \$300,000.00.

A motion was made by Sue Mulhearn, seconded by Marian Gynan that the Association use \$100,000.00 from the reserve account, and requests a loan from Rockland Trust Bank, in the amount of \$200,000.00, with payback over 5 years. This will also require approval to increase condo fees by approximately \$21.00/month, effective July 1, 2011.

The motion passed, all in favor.

Elaine will contact Rockland Bank relative to the loan application process.

8. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting is tentatively scheduled for Thursday, May 26th, 2011 at the pool house at 6:00 PM.

9. ADJOURNMENT:

Meeting adjourned at 8:17 PM.