

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY January 23, 2014
6:00 PM (at Club House)**



In Attendance: Stewart Warren, President
Chris Connor, Treasurer
Ann Crossley, Clerk
Ric Riel, Director
Helen Skaleris, Director
Connie Garland, Harvard Management

OPEN MEETING: The residents were invited by the Board of Directors to meet with the new property manager Connie Garland. Items of concerns included the common area cleaning, the pool, Steve Gagnon the new site person, and the sand treatment on the walkways. The board let those in attendance know that there is a new cleaning company called, The Cleaning Guy. Any issues with their performance please contact Connie at Harvard. Steve who is the new site person for the property will be sweeping the excess sand from the walkways in between storms as long as there is no ice buildup in those areas. This should help with the excess sand in the hallways. Steve will be monitoring the pool and the hot tub on a regular basis. The state completed their inspection and found no issues that needed immediate attention. Connie reminded those present that her business card is on the table and they are welcome to take one. With no further discussion the board let the residents know that they would be starting the closed board meeting. The open session ended at 6:55 pm.

BOARD MEETING CALLED TO ORDER: 7:00 pm

APPROVE MINUTES OF LAST BOARD MEETING: Stew motioned to accept the minutes of the October meeting as presented and Helen seconded the motion. All present in favor.

APPROVE THE FINANCIALS FOR DECEMBER 2013: The Board agreed that the December financial report will be approved via email and stated for the record in the February minutes. The annual minutes will be approved via email and then published on the Oak Bridge website and the Caliber site. At this time there is \$76,339.38 in the operating account and \$127,206.97 in the reserve account. Chris has contacted ENH to change the supplier on the electric billings. There will be a short waiting period before any savings are reflected in the billings.

MAINTENANCE UPDATE: Building 2 will need two new heaters at a cost of \$1575.00 A motion was made by Ric and seconded by Stew. All present in favor. There is one heater out in the stairwell where MNM is working and another one is out at the center of the building by the entry door. Gagne Plumbing will be notified of the approval. The cost to repair the two outdated heaters was not cost effective. Worker's Comp. has been confirmed for Steve Gagne who will be an employee of the association.

MNM has been authorized to insulate the attic in the area of 101 and 102 due to excessive ice dam issues. The siding will be removed and ice and water shield will be installed and new siding installed. This area does not get the sun and routinely accumulates ice.

The invoices from Insurcom do not match what was received from the insurance company. Chris will be working on this and will try to tie the information together. Connie will contact the insurance company for documentation and let Insurcom know that there is a discrepancy between what they billed and what was approved by the insurance company.

The pool inspection was completed with the State of NH by Tim Wilson. There were no violations noted. Suggestions were made to include an updated testing kit and an updated life preserver with a rope attached. Management will go over the email when Tim Wilson sends it to management. The board discussed the pool education seminar. Management will look into an education seminar close to the Concord area. Once one has been located the board will decide on who would like to attend. L & R will be returning to replace the rusted screws with stainless steel screws.

Once Steve is caught up with the emergency repairs he will begin installing stair treads. The treads will be purchased at Concord Carpet.

Steve will be asked to shovel around the dumpsters to prevent ice buildup within the fence.

Attic Evaluation is in process. Management will contact 3 companies and have them inspect the attics in building 2 and 3. The round attic vents will need to be replaced. Management will request a bid from MNM for this work. Proper screening and ¼" wire needs to be installed to keep pests out of the buildings. We will be looking at replacing the round vents with a maintenance free product.

OLD BUSINESS: The gathering of unit information sheets is still in process. Management will be able to produce a report with all of the current information that the owners have given to Chris and Connie. The deadline to get the information to management is 1/31/14.

NEW BUSINESS: The board reviewed the area in the front of building 3 due to the concerns with the water drainage. Management will review this in the spring to see if there is some other type of application that can be done in that area.

A motion was made by Chris and seconded by Helen to keep the board officers the same for the next year. All present were noted as in favor.

Collections will be discussed on January 24th with the Attorney. The board continues to deactivate the fobs for those residents 60 days past due with their fees.

Chris will obtain a cost for an updated fob Security System application for the 2015 budget.

The current by-laws permit interest to be charged in addition to the current late fee. Management will obtain the current language and get the information to the attorney for review. Once this has been cleared by the attorney management will send out a notification to all owners. The notice will inform the owners that the coupon book does NOT have the interest on their coupon books, however they will be charged a late fee and interest after the 30 day grace period. There is no need for a by-law change because it is already stated in the document.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on February 20th at 6:00 pm.

ADJOURNMENT: 8:20 pm