

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
TUESDAY February 18, 2014
9:00 AM (at Club House)**



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

BOARD MEETING CALLED TO ORDER: 9:00 am

APPROVE MINUTES OF LAST BOARD MEETING: Ann made a motion to accept the January minutes and Stew seconded the motion. All present in favor.

APPROVE THE FINANCIALS FOR JANUARY 2014: A motion was made to accept the financials for December 2013 and January 2014 by Chris and Helen seconded the motion. All present in favor. Chris will check in with Connie on any re-classifications.

MAINTENANCE UPDATE: Building 2 one heater was replaced in this building and the other heater will be installed when it arrives. Connie will ask Kevin for the warranty and manual information. Building 3 update – MNM has completed the siding and ice and water shield in this area. There is also a drywell so that the water will not build up behind the building in this area. One of the plumbing lines needed to be shut down in building 3 due to a leak that could not wait until spring. The building heat and hot water was shut down for the day and the line was repaired. Steve will fix the ceiling where Gagne Plumbing had to cut open for access.

Management continues to inspect the hallways on a weekly basis. There are concerns with the number of items being left in the hallways. The Concord Fire Department has banned the storage of items in the hallways. Management will remove items from doorways beginning in March and will bag them up and store them. Any resident requesting items to be returned will be subject to a fine and must pay the fine prior to obtaining items back. Management will notify all residents regarding this policy before it is implemented.

Management has spoken to three insulation companies regarding the attics in building 2 and 3. Capital Insulation will be meeting the Harvard staff on February 25th to review the attics. There are energy credits that the property may qualify for. Buildings 1 and 4 will be inspected once a contractor is chosen.

Management has requested a quote from Handyman and MNM for reconstructing the circle vents on the buildings. There are 36 vents. The contractors will be quoting on a pvc material that will not deteriorate.

Management has addressed any immediate issue with regard to the ice dam issue and leaking into the building. MNM has been called to remove any ice dams that are causing issues. The owners have been notified that they are responsible for any interior work should the damage be under the deductible of the master policy which is \$25,000.00. This notification was sent out in 2013 to all of the owners and is on the Oak Bridge website.

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 has passed and any owner that has not submitted their unit information forms will be charged \$25.00. It is imperative that management and the board have current information on residents.

NEW BUSINESS:

Parking passes, garage cards and key fobs will cost \$25.00 each if the owner is able to turn in a current pass, fob or card. If a new pass, card or fob is required a \$75.00 fee will be charged for each item.

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.

Collections will be updated with the attorney. Management and the board met with the attorney and he is pursuing all unpaid assessments. All owners are reminded that any legal fees incurred for the collection of dues is charged back to their account. Any owner over 60 days in arrears is subject to having the clubhouse key fob shut off.

NH Blacktop will be contacted by management and will find out how they wish to proceed in the spring to get the seal coating and striping done. The projected will be funded by the reserve account as this item is listed in the reserve analysis.

Connie will provide Chris with updated ledgers on the units that owe money to the association.

Management has recommended that new parking stickers be distributed to the residents in order to determine a current count of vehicles parking at the property. Connie will obtain a price for new stickers. Connie recommends that residents be required to submit actual vehicle registrations in addition to verifying the current unit information form currently requested. They will not be hang tags and will not be able to be transferred from one vehicle to another. Residents in building 2 and 3 will be required to use their garage space first.

Connie will work with the leasing company with regard to the exercise equipment that is coming up in March.

A special meeting of the unit owners association was discussed and the board will come up with a date in April for this event. Management will work on the agenda with the board.

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

There being no further business a motion was made by Ann and seconded by Stew to adjourn the meeting. All present in favor.

ADJOURNMENT: 12:00 noon