

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
MARCH 20, 2014**

6:00 PM Oak Bridge Clubhouse



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

BOARD MEETING CALLED TO ORDER: 6:00 pm

APPROVE MINUTES OF LAST BOARD MEETING: Chris made a motion to accept the February minutes and Helen seconded the motion. All present in favor.

APPROVE THE FINANCIALS FOR FEBRUARY 2014: A motion was made to accept the financials for February 2014 by Chris and Ann seconded the motion. All present in favor.

MAINTENANCE UPDATE: Building 2 one heater was replaced in this building and the other heater will be installed when it arrives. Connie checked with Kevin and the heater is on back order. Mill City Energy is working on an updated contract for sealing and insulating the buildings. The clubhouse building also needs to have work completed. Once the confirmation is received from the utility companies the board will meet and discuss moving forward. One item missing on the contract with Mill City Energy is the insulation of the elevator shafts and the boiler rooms. Duct work sealing and insulation will need to be clarified as well.

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. Handyman passed on quoting the project. MNM received the approval for the replacement of the 36 vents to start immediately.

There have been no further reports from 101,121 and 141 since the work was done by MNM. The work that will be completed by Mill City Energy should cure the issues with 59, 79 and 80. The deck work will be evaluated in the spring. The board reviewed the invoice from Corriveau Painting. Connie will ask for clarification on the bill. There is no detail on what decks were done. The door in building 3 leading out of the garage is in need of replacement. Connie will get quotes on this door and frame. We should be able to use the same handle and locking mechanism.

Connie will let Steve and the Harvard maintenance group know that if there is a leak coming from another unit the owners need to work together to cure this issue. It is not an association responsibility.

Connie will let Steve know that he needs to check the air fresheners in the buildings and purchase additional wipes for the work out center.

Steve will need to check on the outside light timers as the days get longer. Connie will remind him.

OLD BUSINESS:

Management will send the caliber report that shows all of the unit information. Those residents that are missing information will be fined \$25.00.

Management notified NH Blacktop that they were chosen to seal and stripe the parking lot. Before this is done management will review the current map and compare it to what is currently at the property.

Once the lot is done management can order parking stickers for the property.

Connie will sign Steve up for pool school which is scheduled for May 15th and 16th.

The cards for the two garages will be sent back to the vendor and will be replaced with the correct cards at no cost. Residents that turn in a broken card for a replacement will be charged \$25.00. If there is no card to turn in a \$75.00 fee will be charged.

Connie will ask Steve to sweep around the dumpsters once the snow is gone. He will also need to push back the trash bags in order to allow people to put their trash into the dumpster.

NEW BUSINESS:

Unit #40 and #157 have been foreclosed. The bank has contacted management for the final figures; however management will not turn over any information without the proper legal documentation that they own the units. The utilities have been turned over into the banks name for unit 157. The real estate company has taken possession of unit #40. Both units will be charged for fees from February 20th forward. If the bank does not record the lien by the 60th day legal can file an intervening lien in which case the association will be able to collect back fees.

All other collections have been monitored by management and the attorney. The board will be moving forward on the sheriff sales and termination of services for those owners that are behind in their assessments.

Connie will work with the leasing company with regard to the exercise equipment that is coming up in March. At this time there is only one treadmill that was financed and is not under a lease.

Interior property inspections are done each week. Steve monitors the buildings on a daily basis. The number of common area violations has drastically gone down over the past month. Once the good weather permits management will begin the deck inspections. A notification will be sent out to all of the residents giving them guidelines on what can be stored on the decks. Any items not on the list will not be permitted. Any resident that have planted items in the common area will be asked to remove and relocate the plantings. Management will have the landscaping committee work with those owners.

The irrigation quote from A & M Irrigation has been reviewed and approved. The cost is just over \$5000.00. The board will be looking into extending the loan in order to achieve the work with Mill City Energy and complete the deck, trim and siding at the property.

The attorney has been requested to give the board a price to register with the secretary of state. The renewal lapsed in 2011 and will need to have the attorney re-apply for the designation. Management informed the board that fees will have to be paid for those missing years in order to obtain that name with the secretary of state.

The board tabled the move-in move-out fee at this time.

Management will obtain more details on the pet DNA testing. It is likely that a Saturday meeting will have to be scheduled to include all of the residents that have pets. The other alternatives would be a pet survey, with questions regarding views on fees for pet owners or changing the by-law to eliminate pets at the property. There is ongoing concern with pet waste not being picked up.

Connie will notify all of the offsite owners that they need to forward a copy of the current lease with their tenant along with the page regarding the receipt of the rules of the property.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on April 17, 2014 at 6:00 pm.

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

ADJOURNMENT: 8:25 pm