

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
APRIL 17, 2014
6:00 PM Oak Bridge Clubhouse**



In Attendance:

Chris Connor, Treasurer
Ann Crossley, Clerk
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 March minutes and Helen seconded the motion. All present in favor.

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

MAINTENANCE UPDATE

Connie is working with NH Blacktop Sealers on the parking lot sealing. Once the date is set a walkthrough will be done to review the numbering of the parking spaces. The date has been set for June. Residents will be notified of the date and the rain date in mid-June so that there will be plenty of time to work around the workers.

MNM has begun the work on the round vents in building 1. All 36 vents will be replaced and proper screening will be installed to prevent insects and small animals from getting into the attic areas.

Rem-C has given management a quote to update the sprinkler system. A second quote will be obtained from Superior Fire Protection.

The board decided to pursue the DNA subject and Connie will contact the vendor and set up a time for a presentation for the board.

Management suggested that an orientation be set up for new owners and tenants. Copies of leases and a signature page stating that the tenant has reviewed the rules of the property would need to be signed.

The subject of the exercise equipment has been tabled at this time.

Steve will place a chair railing on the first floor in building 4 and redo that section of the wall. The board will need to choose the paint color.

Items noted for Steve are as follows: repair the ceiling on the mail house, tighten the ladies room door handle and pick up the red bucket in the gully by building 4.

The grills by the garage door on building 2 and behind the club house will be removed.

OLD BUSINESS:

The board discussed and approved the registration with the Secretary of State.

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

Steve has registered for pool school which is scheduled for May 15th and 16th.

The garage cards have arrived. Any owner requesting a card will be assessed \$75.00 for new, \$25 for replacement payable prior to turning over the card.

Connie will work with Steve with getting the step caps for the stairwell stairs.

Management will have Prime Touch pull out the decks and caps on the privacy walls from their quote.

Connie will have Steve check the window in the clubhouse. It was reported as leaking.

NEW BUSINESS:

All 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 be working with A & M irrigation and will get together with them to go over what work will be done.

The appointment for Mill City Energy and the DNA vendor will be made. Connie will try to get them on the same day and give the board enough time to be able to schedule this meeting.

Connie reported that some owners have sent in their leases and the addendums. When the parking stickers are distributed the leases and addendum along with the unit information sheet will need to be submitted.

The board discussed what items would be acceptable for the decks. The following items will be permitted: Outdoor patio table and chairs, electric grills only on the second and third floor. Any gas grills on the first floor will need to be pulled out 10 feet from the building during usage. Potted plants may be placed on the deck however nothing can be placed on the railings. Nothing is to be attached to the siding or any beams. Bird feeders and wind chimes will not be approved. Any other items on the deck must be approved in writing from the board of directors.

The board discussed extending the loan for an additional five years in order to finish the building repairs.

Connie will speak with Stu regarding water issues in his building. Connie will have Steve purchase extenders for the downspouts.

Connie will inspect the decks after the notification is sent out.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on May 15, 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: 8:35 pm