

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
MAY 22, 2014**

6:00 PM Oak Bridge Clubhouse



In Attendance:

Stu Warren, President
Chris Connor, Treasurer
Ann Crossley, Clerk
Ric Riel, 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 April minutes and Ric seconded the motion. All present in favor.

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

MAINTENANCE UPDATE

Connie has the parking plan and will be working on the parking assignment next week. The Peachtree book will be left for the board to decide on what stickers they would prefer that management order. There are 102 spaces total in buildings 2 and 3. There are 184 spaces outside for a total of 286 parking spaces.

Connie will contact the company that the DNA program for a presentation for June 6th at 9:00 a.m. Connie will email the board once this has been confirmed.

The issue with the standing water between 2 and 3 buildings can only be resolved if you tear up pavement and install a water drain. The board agreed to table this issue at this time.

The garage door for building 3 has been repaired. Concord Overhead Door completed the repair. The limit section of the system malfunctioned causing the door to not close completely.

Connie will get a ballpark estimate on the removal of the juniper bushes from Gary Tasker.

MNM Maintenance will be asked for an estimate for repairing and painting the decks/patios at the property.

It was discussed and unanimously decided to table the exercise equipment at this time.

Connie has completed the first round of deck inspections and will be back next week for a follow up visit.

A & M Irrigation will be back to do the repairs on the irrigation system. This will likely be a long process so he is getting the working systems up and will return to work on this system. He expects to be back at the property in June. Connie will ask Aedan about water spigot locations in building 1 and 4. Connie will get a date from Aedan so that the irrigation work does not conflict with the parking lot sealing.

Connie will have Steve meet Bering Lock and Safe to change the locking mechanism for the janitor's closet and the door where the filtration and pool systems are located.

Prime Touch will be contacted for advice on the gutter placements by the garage doors on building 2 and 3. At this time the downspouts are sending the water onto the ground in front of the garage doors.

OLD BUSINESS:

The board discussed and approved the registration with the Secretary of State. When the paperwork is signed and returned Connie will send it to the attorney for recording with the state.

Management will adjust the monthly rent that is being charged out for unit 40. The association was notified that the unit was foreclosed on back in February.

Management will be working on the report that the insurance company sent as a result of their inspection.

It was noted that residents still have flower pots and plants attached to the buildings/decks and items not approved by the board on their decks. Connie will be sending out a notification to those owners.

NEW BUSINESS:

After discussion the board has made the decision to change attorneys for the collections. A motion was made by Ann and seconded by Chris to move cases over to Cronin & Bisson. Any current litigation will be left with the current attorney.

Management will contact the attorney with regard to unit 40 and 157 to check on the deed recording.

Mill City Energy has completed the application process for the rebates with Liberty Utilities and Unitil. Management will forward a copy of the agreement via PDF for the board to review.

Given the amount of work that will need to be completed, the board has applied for and has been approved for a new 12 year loan. The original loan for the roofs will be rolled into this loan. The special assessment will begin within 30 days of the closing of the loan. The loan will cover the following items: deck repairs, painting, siding and attic insulation and sealing. This will include all 4 buildings and the clubhouse. A motion was made by Stu and seconded by Ann to proceed with the loan. Connie and Chris will work on the letter to notify the owners.

MNM will be contacted to find the areas in the foundation areas for building 2 and 3 and a repair to solve this issue from the outside of the building.

Steve will be asked to look into the trap door in building 1. The door is not closing correctly.

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. Connie will re-inspect next week and report back to the board on compliance concerns.

Prime Touch has submitted the final contract excluding the painting and repairs of the decks. Connie will email it to the board for review.

Chris reported that the window in building 4 where the buzzers are located continues to leak. Connie will put this on Steve's task list to address next week.

Superior Fire completed the annual fire inspection and found only a few items for under \$250.00. The work has been completed.

The fire extinguishers have been addressed and are all inspected.

The bathroom ceiling vents for the clubhouse have been placed on hold at this time.

Management will contact Attorney Connelly with regard to the Insurcom billings after the meeting with them on the 30th.

The building support beams were installed incorrectly during the original construction. The correct application would be to install a metal sleeve around the wooden post and then set it into the concrete. This was not done. An engineer may be required to review this issue before any work is done. Chris and Connie will walk through the property to note the decks that are having issues.

The Mill City engineer will need to inspect the boilers and the clubhouse before any further evaluation is to be done.

The board unanimously agreed to allow the yard sale to take place. Connie will notify the resident that volunteered to run the yard sale.

The board unanimously agreed that there be no vegetable gardens allowed at the property.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on June 19, 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: 8:40 pm