

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

2:30 PM Oak Bridge Clubhouse



**In Attendance:**

Stu Warren, President  
Chris Connor, Treasurer  
Ann Crossley, Clerk  
Ric Riel, Director  
Helen Skaleris, Director  
Connie Garland, Harvard Management

**BOARD MEETING CALLED TO ORDER: 2:30 pm**

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

**APPROVE THE FINANCIALS FOR JUNE 2014:** A motion was made to accept the financials for June 2014 by Chris and Ric seconded the motion. All present in favor.

**LOAN:** Management and Chris are working with the attorney to get a closing date before the loan offer expires.

**MAINTENANCE UPDATE**

The signs for the parking lots and the entry signs are on order. Once the sample is sent to management Connie will forward it to the board for final approval. There have been no further issues with the garage door for building 3. The parking policy questions have been answered as they arrive at the Harvard office. Enforcement will take place after the signs are installed.

MNM is waiting for the lift so that the circle vents can be installed. Management will continue to work with MNM and get an update on the installation. Management will contact Prime Touch to see when the projected start date will be for the carpentry work.

Steve has painted the fire hydrants and the entry post at the beginning of the driveway. He will install new posts when the signs arrive. The dumpsters have been painted. Management will continue to forward the timesheets that Steve submits so that any questions on Steve's work will be answered through the sheets.

Management will ask Steve if he can do the carpentry work on the mail house and stain the inside and outside of the building. The area that is white should be painted again.

Once the loan is closed management will notify Mike at Mill City Energy for an update on when the work can begin and the actual costs.

Management continues to inspect the garages in building 2 and 3. Management will review the letter from Phelan Insurance Agency. The plastic container question was not an approved item on the inspection report. Management has informed those residents that have kayaks/canoe that have questioned the policy that if the inspector does not allow them then they will need to relocate them out of the garage.

Connie continues to inspect the decks and patios for compliance. Any items attached to the building will need to be removed and not replaced.

A & M Irrigation has been asked for an update on what the cost is currently for all of the work done as well as the cost detail for the rest of the work. There will be no work done behind building 3.

Steve will trim the trees/bushes away from the fence line and fill any holes where animals may get through to the property adjacent to the property. A new bulletin board is needed at the mail house. Connie will ask Steve about building one versus buying one already made.

Steve will also be working on the interior garage areas and will be painting and cleaning up the areas where there were holes cut in the sheet rock. The elevator lobby on both buildings 2 and 3 will be painted as well. Steve will be painting inside on rainy days. Building 1 and 4 still have a leaking issue. Building 1 has a wet area by the stairwell and building 4 is still having issues. Connie will have Steve go over these areas and contact Connie with his findings.

## **NEW BUSINESS**

All collections have been turned over to Mark Connelly from Cronin & Bisson. Management will update the board as soon as possible.

There is a leak in building 3 by unit 105. This appears to be a foundation leak. Connie will check with Steve on this area to see if there is an exterior problem or if a foundation person is necessary.

Because the new condo fees will increase by \$3.00 and the special assessment increased by \$12.00 the board discussed the option of paying for additional coupon books. Because there are only 4 months involved the owners can use the current coupons and pay the increase. New coupon books will be ordered after the budget is set for 2015. Connie will make sure the 6D certificate is updated to reflect the new condo and special assessment fees beginning 9/1.

The insurance letter dated July 22<sup>nd</sup> will go out to the owners with reminders on regular maintenance of hot water tanks, toilets, smoke alarms and dryer vents.

The awning will be pressure washed if they are removed to do the painting. Connie will have Steve do this. The gutters will not be put back on the buildings but will not be disposed of in case there is an issue in the future.

## **OLD BUSINESS:**

Dust Away is working on the dryer vent issues. The owners are responsible for cleaning from the dryer to the main line. Management will follow up with the vendor on what was discovered in the attic areas.

MNM will be submitting a winter contract for the snow removal this year. Steve will keep the sidewalks and the areas by the mail house and dumpsters free and clear of ice. He will apply ice melt to these areas.

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.

Connie will be forwarding the snow contract over to Mark from MNM maintenance.

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be on July 17<sup>th</sup> after the special meeting at the church at 6:30

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

**ADJOURNMENT:** 8:40 pm