

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
SEPTEMBER 25, 2014
6:00 PM Oak Bridge Clubhouse**



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:00pm.

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

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

PARKING UPDATE:

Management as well as the board continues to see vehicles without parking stickers. The stickers were dispersed to all of the owners back in June. The board discussed the issue and set a date of October 20th as the deadline for residents to get their stickers on their vehicles. Any vehicles parked in "P" spots or numbered spots the board has communicated to the community that they may be towed without further notice. Management /board will monitor the parking in the visitor area for over flow unregistered vehicles with the association. There was a discussion to contact one of the local towing companies to implement a monitoring program once the board feels that the residents have had ample time to register their vehicles with management.

GARAGE INSPECTIONS:

Management will be inspecting the garages again and will send out letters/fines to the owners. The board will be working on signage for the garage by the entry doors so people will be aware of the items that are approved for storage.

MILL CITY:

Building 2 is almost complete. Once that building has been completed they will be moving over to Building 3. Mike Joy will be working with the residents to get the water savers and light bulbs installed. Management sent out a general notice that a representative will be in the buildings knocking on doors. Any resident that misses them can call Mike at his business number. It is unfortunate but they have to do the installation. We cannot leave material at the doors because the utility companies will not pay. They have to be installed by Mill City Energy.

MAINTENANCE UPDATE:

Steve has painted the mail house with the new gray and white colors.

A & M Irrigation has been notified that they need to winterize the system. Steve will shut off the clocks as the turf does not need to be watered at this point.

Management will have Steve check the interior and exterior lights to make sure they are all working. The timers should be checked for the exterior lights. There are two pole lights that are out. Management will call R & T to get them fixed. They are too high for Steve to service. Steve has numbered the posts. Connie will contact Kevin Gagne to find out what else needs to be done on the existing boilers since we are unable to replace them at this time. The a/c line on the clubhouse condenser needs to be repaired. Management will contact Kevin Gagne and get a price on that repair. Once the repair is done Connie will ask Steve to come up with a barrier so that people cannot step on the lines and crush them again.

The board voted to pay Steve Gagne for 12 hours of bereavement time.

CONSTRUCTION UPDATE:

Connie will contact Sentry Roofing to have him look at the ridge vent on building 2. There is approximately 13 ft of ridge vent missing. Sentry never installed the ridge vent on this part of the roof when the roof was installed. Once the buildings are completed Steve will move the gutters to an area where they will not be damaged. Some gutters will be reinstalled with the downspouts by the doorways.

Management will contact Prime Touch to make sure that power washing will not affect the screens on the windows or the sliders. Chris reported that at this time we are over budget on the building repairs by \$17,551.00 for buildings 3 and 4. It is projected that 1 and 2 buildings will be over by approximately the same amount. The board will review the upcoming costs to finish the project and will vote at the October meeting. At this time the board is leaning towards painting buildings 1 and 4 and leaving 2 and 3 for the spring. All buildings including the clubhouse will have the wood rot addressed by the end of 2014. Management has notified units when windows need to be replaced. The windows are rotted and falling away from the building.

NEW BUSINESS:

There are only 12 fobs left at this time. Management will work with the board on updating the surveillance system. Fobs may be purchased from the local company that the update would be purchased from. The system needs a larger memory card. Buzzer directories will be updated with unit numbers only on the template. Management will have Steve move the space #159 to another location. The truck does not fit in the space that was assigned to the unit. The vehicle space #159 will turn into a "P" space.

Management recommended that every new tenant and/or owner either meet with a board member and/or management for an orientation. Once the orientation is done the tenant/owner signs off that they understand the rules and policies of the property. Orientation could be done on the same evening prior to the monthly board meeting at 5:00 pm. Connie will look into designing a cleaning contract for the cleaning company that was referred to management. The board will be reviewing the fine resolution presented.

OLD BUSINESS:

Connie will contact the doggie DNA company and get that information for the board. There has been an increase in pet waste at the property. The cost for implementing the program will be transferred to those owners that have dogs. Once this is set up there will be a 30 day notice sent to all of the current residents. Management recommended that the board institute a policy with regard to visiting

dogs. Any dog brought onto the site to be cared for by a resident must have prior written permission from the board of directors.

A motion was made by Chris and seconded by Anne to accept Ric's resignation from the board. Though still a home owner at Oak Bridge, he no longer resides in the state. A motion was made by Chris and seconded by Anne to elect Leslie Benoit to the board. All present in favor.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on October 16, 2014. The annual meeting has been scheduled for November 20th at the church. Chris will call the church for availability. The nomination paperwork will be sent out in October. The board will set up a list of committees for volunteers at the annual meeting.

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

ADJOURNMENT: 9:15 pm