

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
OCTOBER 16, 2014
6 PM Oak Bridge Clubhouse**



In Attendance: Stu Warren, President
Chris Connor, Treasurer
Ann Crossley, Clerk
Helen Skaleris, Director
Leslie Benoit, Director
Connie Garland, Harvard Management

BOARD MEETING CALLED TO ORDER: 6:00 pm.

Meeting with Susan Mulhearn – The Board met with Susan Mulhearn at her request. Susan asked the Board of Directors what their reasons were for being on the board. The board has a mission statement that they had been working on and Chris Connor read the statement. Each board member gave the reasons why they were on the board. Susan then asked management what their role was. Connie explained that the purpose of a property manager is to ensure that the rules and policies are followed and that she takes direction from the board. Connie shared the frustration management has had with residents complying with the policies letting Susan and the other owners present know that management had advised the board that the letters sent for compliance were form letters in order to assure them that each owner/resident is treated equally. Connie explained to the owners present that she is at the property 3 days a week to check in and review the construction going on at the property. The board recommended that Susan and any of the other residents present compile something in writing what they feel the residents should have input on and get it to management. Susan agreed to make a list and submit it to the board or management. The open session closed at 6:20 pm. The board announced that the rest of the meeting will go into executive session.

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

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

MILL CITY UPDATE:

The report from Mill City stated that building 2 and 3 are missing some of the ridge vent. Connie has contacted Sentry Roofing and they were at the property on the 16th. Management has asked that Sentry Roofing check all buildings including the clubhouse. Connie will follow up with Sentry and report back to the board with their findings. Mill City will be contacted for an update on the water saving devices and the light bulbs. Management to re-publish the notice and give more detail on how to contact Mill City on the interior work in each unit. The elevator shaft in building 2 is a challenge and Connie will contact Mill City for further discussion on this.

GARAGE INSPECTIONS: The most recent garage inspection noted an improvement however there are still several unauthorized items. There were two requests to the board with regard to allowing a standing tool storage chest in the garage. A motion was made by Ann and seconded by Helen to allow only these specific standing tool chests to be stored in the garage as long as there are no additional items added to the garage space. All members voted in favor of this. Connie will notify the

two owners and remove any garage fines as long as there were no other items noted on the inspection sheet. The wagon would not be approved and needs to be removed.

MAINTENANCE UPDATE:

The board and management discussed the performance of The Cleaning Guy. The increase in the line item does not reflect an improvement with this company. Management will contact the cleaning company and let them know that propping open the doors is inappropriate and they need to stop. Connie presented a sample contract to the board to review and discuss. Once all of the input is given Connie will present it to an interested vendor for a quote.

Management will ask Steve to remove and dispose of the piano in the garage that was left by a previous owner. Management recommends that a communication be sent to the residents reminding them that they need to check their garage space on a regular basis and report to management if there are items left in their space that do not belong to them. Management will add this requirement to the 6D certificate so that there will be no misunderstandings after a new owner closes.

The DNA program for the dogs has been tabled for now. The board will re-visit this topic in the spring. Due to all of the construction and other newly implemented policies it was decided that this topic would be better served in the spring. There is an area Stu said that would be an appropriate area for residents to walk their dogs when snow is on the ground. Steve could shovel a path during the snow season. This may be mentioned at the annual meeting.

Advanced Pest Control will be working with a unit and an ongoing issue with fleas. Management will contact one owner and request entry into the unit for treatment. Management will inquire with the contractor if they use Fleabusters.

Management will ask Tasker Landscaping if they will limb the trees as part of their contract. If they can't management asked Steve to do this.

Management will look into the subject of what the requirements are if full time employment is offered to Steve.

Chris mentioned both building 4 third floor hallway windows are leaking. Granite State Glass will be called for a quote.

CONSTRUCTION UPDATE:

Building 4 is completely done. Any deck issues will be addressed in 2015. Building 3 is in the process of being painted. Management requested that Prime Touch contact management when they are working on the garage side of the building. Buildings 1 and 2 are in the process of having the wood rot replaced. Management and Chris are monitoring the cash flow and any unexpected overages. Any items discovered that were not part of the loan will be taken from the reserve account if it is a reserve qualified item.

NEW BUSINESS:

Chris ordered twelve new bulletin boards will be purchased and installed in the buildings. Residents will be asked to check them for building updates. Certain notices will still be delivered to all of the unit doors.

The paperwork for the annual notice is in process. Once the paperwork is approved management will send out the notice to the owners. In order for the owners to vote to count, they must be in good standing with the association which means any condo fees, late fees and violations must be paid in full at least 3-days prior to the Annual Meeting per Bylaws. In order to allow time for all of the owners to sign in management will note in the notice the time for signing in so that the meeting can promptly start. There have been no applications received from any owner for the open board seats.

Connie will meet with the Chris and any other board members on October 24th to discuss the 2015 final budget.

Connie will distribute the fine/compliance policy with the annual notice to all of the owners. This will also be part of the welcome package for any new owner and will be placed with the By-laws should an owner request a copy. Connie will need to check with the attorney to make sure we are able to shut off the fob for 30 days after the second violation.

The flag resolution will be reviewed by the board and finalized via email and will be distributed once approved by the board. If the resolution is finalized before the annual notice is sent out it will also be included in the package.

OLD BUSINESS:

Management reviewed the collection status with the board. Attorney Mark Connelly is working on the collections with management. Connie will check the lien status and termination of services with Attorney Connelly. One of the bank owned units is under agreement at this time.

Chris is looking into upgrading the security system. Once she receives the 3 options she will bring this back to the board for review. Management will contact Fairpoint and Comcast for pricing as the updated system will need internet access.

The parking policy will be posted at all buildings. Connie will do an email blast for all of the registered residents that have given their email information. Connie will talk to Steve about monitoring the visitor area. Like snow plowing, towing can occur at any time of day or night should the need arise.

DATE FOR NEXT BOARD MEETING:

The annual meeting has been scheduled for November 20th at the Church of Christ. The new Board will briefly meet after the Annual meeting. The board will set up a list of committees asking 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