

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
January 22, 2015
6 PM Oak Bridge Clubhouse**



In Attendance:

Stu Warren, President – absent
Chris Connor, Treasurer
Ann Crossley, Clerk
Helen Skaleris
Leslie Benoit
Connie Garland, Harvard Management

BOARD MEETING CALLED TO ORDER: 6:00pm.

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

APPROVE THE FINANCIALS FOR OCTOBER AND NOVEMBER 2014: A motion was made to accept the financials for October and November 2014 by Chris and seconded by Helen. All present in favor.

MILL CITY UPDATE:

Mike Joy reported that the insulation on building 1 and 4 utility closets will be completed within the next few days. Management will not advise any sign off on the completion of the project until a meeting is confirmed with Liberty Utilities and a check list is completed. Mill City is keeping track of units that they still need to get in touch with on the light bulbs and water savers. Thermostats are only available for buildings 1 and 4 and there is a cost for them. They will be installing insulation in the electrical meter rooms on building 1 and 4.

GARAGE INSPECTIONS:

30 day certified notices were sent to owners that still have items in the garage. When the 30 days expires management will have maintenance dispose of the items if they are still in the garage. People still continue to place items in the garage not approved by the Master Policy inspector.

PARKING POLICY

The board discussed guidelines for the visitor parking area. Any vehicle noted as being continuously parked in the visitor lot over two weeks will be tagged for violation and ultimately towed. Any vehicle parked in the fire lane will automatically be towed. Visitors still need to move vehicles in keeping with the snow policy previously distributed.

BULLETIN BOARDS

All of the bulletin boards have been installed and the board agreed that no one is to post anything on the doors or windows on the buildings. Postings and notes may be placed on the bulletin boards

only. Chris will post signs stating these are community bulletin boards with Association's website, Board email and towing phone number.

MAINTENANCE UPDATE

The cylinders on the locks on the buildings are showing severe wear and tear and will ultimately need to be replaced. When they are replaced some of the worn out and old keys will not work. Management recommends that the locks be changed some time this year and building 2 would be able to be mastered to the master key at that time. Before any work is contracted pricing will be obtained from both Bering Lock and A & B Lock.

There was a repair in building 2 on the hot water heating system. It was a minor repair. The bill has not been received yet. The water had to be shut down for a short time for the repair. This was not an action implemented by the board but was necessitated by the plumber making repairs.

The board discussed the lighting for the entrance sign and approved the second less costly option on the proposal. Due to the amount of snow this work will likely not happen until spring.

There have been no frozen pipes reported to date in any of the units. The center of building 2 and 3 seem to still have some heat loss issues. Management will continue to work with Mill City Energy and Liberty Utilities on searching for a solution.

Gagne Plumbing was asked to check the temperature of the hot water going through the heating system. Connie has placed a call to Kevin and will inform the board when he gives management an answer.

CONSTRUCTION UPDATE:

The total outstanding overage from Prime Touch is \$126,335.25 due to the tremendous amount of rot uncovered. This does not include the painting of building 2 or the club house. A payment plan will be determined to get this balance paid by December 31st. Once a payback is determined Connie will ask Prime Touch if the cost for the remaining work can be extended until 2016. The estimate to paint the clubhouse and building 2 is \$31,660.00.

The most recent hot water issue in building 2 was due to a bad thermal coupler. The invoice has not been received at this time from Gagne Plumbing.

NEW BUSINESS

Unit information sheets are required every year. They were included in the annual meeting package and also available at the Annual Meeting. This past year management did not fine residents for not turning them in because the owners were required to fill out forms for the parking sticker program. Owners are also required to complete the forms if there are any changes at all including phone numbers, tenant, vehicle, or email changes. Owners are able to make changes on their information through the caliber website however parking stickers still need to be requested if there is a change.

Management offered to implement a resident orientation program for new owners and tenants. This would open the communications between management, the board and the residents. Orientation would be monthly prior to the monthly board meetings. New owners and tenants would sign off on the orientation indicating that they understand the rules and applicable by-laws.

The board met with Jim Strong regarding the possibility of mowing and doing repairs if necessary. He has a tractor, riding mowers, push mowers and blowers. Jim has extensive experience in interior and exterior building construction. Management will send him an outline of what is needed.

The resident meetings were discussed. Ann volunteered to be the liaison for the board and go to the meeting on February 14th. She will explain that they will need a resident to be the moderator and run the meetings. Ann's function will simply be to listen and relay concerns to the Board. They should have a secretary take notes so that the information may be relayed to either the board/management in writing for the record.

Management will contact two of the carpet companies in Concord for quotes for an alternative to the carpets in the stairwells. Continued dog waste deposited on the stairway and entrance carpeting prohibits proper cleaning and is a sanitation and public health/safety issue.

OLD BUSINESS:

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 stated that Comcast is already in the building and would be a better option for the system. The cost is the same.

Management has all of the information sheets with regard to the hot water tanks and toilets. Owners who have not sent in their sheets will be contacted by management to do so.

The exercise equipment repairs are placed on hold. All equipment but the one treadmill was donated.

There has been no further communication between management and Insurcom. The board considers this matter closed.

The repair to the exterior vent for unit 179 has been repaired. There should be no further leaking in this unit's bathroom. All roof vents will be inspected this spring.

THE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on February 19, 2015 at 6:00pm

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

ADJOURNMENT: 8:25 pm