

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
February 19, 2015
6 PM Oak Bridge Clubhouse**



In Attendance:

Stu Warren, President
Chris Connor, Treasurer
Helen Skaleris, Director
Peter Zis, 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 January minutes as presented and Chris seconded the motion. All present in favor.

APPROVE THE FINANCIALS FOR DECEMBER 2014 AND JANUARY 2015: A motion was made to accept the financials for December and January by Stu and seconded by Helen. All present in favor.

MILL CITY UPDATE:

Mill City completed the utility closets in building 1 and 4 this past month. Mill City has a list of units that have not responded to or have not been home during their visits to install the water savers and light bulbs. Management has urged them to deliver notices to the doors still not done and finalize this work. Liberty Utilities will not release the final payment until verification has been made that the owners have had the opportunity to obtain the light bulbs and water savers. Mike Joy and Liberty Utilities returned to the property on February 13th and found that there were two areas in buildings 2 and 3 that had been boarded up by the builder during the original construction. This discovery came after the one bedroom units suffered from severe ice dams while the rest of the property only had minor or no issues. Mill City will be correcting this issue by opening up those closed off areas and will add insulation to those areas.

Chris noted that the Mill City insulation and venting project is working. The association has used less thermal gas units in January and February 2015 than was used during same months in 2014. This is great news as the winter of 2014-15 has been one of the worst on record.

MAINTENANCE UPDATES:

Management continues to monitor the garage and the common hallways. Notices have been sent out regarding the shoveling of the decks.

Gagne Plumbing was contacted regarding the temperature of the water going through the heating system on buildings 2 and 3. According to Mill City the temperature gauge is higher than it should be. Gagne said that the readings are not correct and when the water was tested it was the required 180 degrees. Management will follow up with Gagne one more time as the temperature gauges are reading high according to Mill City Energy.

Rite Way Carpet was contacted for suggestions on the stairwells that are in dire need of replacement. Measurements were taken on building 4 and building 3 for estimating purposes. Once a decision is made on the type of material management will get an estimate and then get another price to compare vendor pricing.

Roof inspections – the board agreed that the roofs need to be inspected this spring. There have been some issues with flashing missing around the vent pipes and a ridge vent was missing from building 2. The ridge vent was addressed by Sentry Roofing at no cost to the association. The vents are also crooked and should have been addressed by Sentry when the roof was done.

NEW BUSINESS

A motion was made by Helen and seconded by Chris to accept Leslie Benoit's resignation from the board. All present in favor. Peter Zis has volunteered to complete Leslie's term. A motion was made by Helen and seconded by Chris. All present in favor. Management stated that the only part of the financial reports that are not open to the public are the receivables. Legally the board cannot disclose this information to the owners. All board members signed the code of ethics agreement.

Management will inform MNM that they need to tow vehicles. Only in the event that the towing company is unable to service the property that an additional service charge can be charged to the association. MNM will be clearing the drains as part of their contract. This is not something that Mike has to take care off. Mike will be reminded that the area around the dumpsters needs to be treated on a regular basis. MNM will be shoveling around the dumpsters from this point forward. This was not part of the original contract and will be an added expense.

The board discussed and agreed doing something on the grounds as a memorial for Ann Crossley in the spring.

Items tabled at this time: rules review from legal, dog registration process, window and door standardization, mandatory orientation for new owners and tenants, by-law change on funding reserves by new owners when units are purchased (no impact to current owners).

OLD BUSINESS:

The board and management continue to work on the payback to Prime Touch for the additional emergency work that was completed on the buildings in 2014. The total due is \$126,335.25 and Prime Touch is not charging any interest on this until December 2015. Management will find out what the interest rate will be if the total amount is not paid in full by December 2015.

The board discussed owners that continue to direct vendors at the property. Management will address each of the owners individually.

Connie will follow up with Mike on what is outstanding in the buildings. The emergency lights are being addressed. Two emergency lights need to be replaced. The ceiling in building 4 on the Irving side will be painted as part of Mike's 20 hours.

The board discussed the complaints regarding vendor work being performed during "quiet hours". The board will continue to put the safety of our residents first above all else. We will continue to authorize and support our vendors shoveling, plowing, removing snow and ice from our roofs or dealing with water leaks at all times of the day or night when the safety of our residents or lives are

potentially at risk, as was the situation on 2/17/15 at the entrance of building 3. We apologize for any noise or disturbance occurring during quiet hours but at times this is necessary when emergencies arise. We thank all residents for their continued patience and understanding.

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

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

ADJOURNMENT: 7:55 pm