



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
March 19, 2015
5:30 PM Oak Bridge Clubhouse**

In Attendance:

Stu Warren, President
Chris Connor, Treasurer
Helen Skaleris
Connie Garland, Harvard Management

BOARD MEETING CALLED TO ORDER: 5:30pm.

Open Meeting: Discussion regarding winter overages. The board discussed the challenges that they faced over this past winter. Due to the heavy snowfall the roof to the clubhouse and buildings 2 and 3 were shoveled. Buildings 2 and 3 experienced ice dam issues by the one bedroom units. After discovering a void (dead space) in the attic over these units that had been covered with plywood, Mill City Energy opened the area and insulated it. The majority of the issues lessened.

The roofs will be inspected this year at a cost of \$65/hr per man. After reviewing the roofing contract from Sentry there may have been some areas not completely sealed with ice and water shield. The Sentry contract noted disposable cameras were used to take photos of the new roof installation in process. The Board will research where these cameras/pictures are located.

There are several trees that will need to be trimmed as a result of the harsh winter. The tree debris temporarily placed in the retention pond area will need to be removed and disposed of as well. The board has estimated the one-time special assessment at \$150.00 per unit payable over 2 months. Connie will do an invoice and have 2 coupons on the bottom of the form to use when submitting payment to Harvard. The following table indicates winter overage costs to-date:

Snow Removal Extra	4145		Dec-14	Jan	Feb	Mar	Apr	invoice date
tree + branch removal			\$ 3,810.00	\$ 200.00			\$ 1,500.00	Apr est.
snow removal extras				\$ 255.00	\$ 2,150.00	\$ 825.00		
roof			\$ 564.00	\$ 105.00	\$ 6,175.00			
ice dams + water leak repairs			\$ 140.00		\$ 4,000.00	\$ 1,105.00		
spring roof inspection							\$ 2,080.00	estimate
spring roof repairs							unknown	
total by month			\$ 4,514.00	\$ 560.00	\$ 12,325.00	\$ 1,930.00	\$ 3,580.00	
grand total			\$ 22,909.00					
assessment per unit			\$ 127.27					

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

APPROVE THE FINANCIAL FOR FEBRUARY 2015: A motion was made to accept the financials for February by Helen and seconded by Chris. All present in favor.

MAINTENANCE UPDATES:

The board approved the quote to improve the ventilation to the chemical room that services the pool and has the boiler for the building. Poor ventilation was identified as one of the causes for pool heater to give out after approximately 10 months. The total cost on that project is \$2847.00. The expense will be paid with funds left in the account from the Rockland construction loan or with current reserves.

Gagne Plumbing was contacted regarding the temperature of the water going through the heating system on buildings 2 and 3. Kevin Gagne noted that the temperature gauges may not be completely accurate causing false high temperature readings on the hot water that services the heat.

The quote from Best Qualified (spring carpet cleaning) was reviewed and Connie will confirm with the vendor that all areas would be completely done for \$2700.00. An email will be sent out to all owners as to date of carpet cleaning and contact data if unit owners want to schedule cleaning unit carpets.

Helen and Chris will go to Riteway Carpet and chose a product for the steps for building 4. Once that quote is received Connie will go to Concord Carpet to see if their cost is less than Riteway for the same product.

Connie will contact A-1 Roofing for a roofing inspection once the snow is off the roofs.

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.

OLD BUSINESS

The security system in the clubhouse is in need of replacement. Chris will be working on a final number for this project. Once the final numbers arrive the expense will be paid with funds left from the loan.

The board discussed the subject of the irrigation system and decided at this time that the system will not be turned on this upcoming season.

The part time on-site position has been tabled at this time.

NEW BUSINESS:

The Board officially accepted Pete's resignation from the Board.

Hot tub timer – Connie will contact R & T to discuss the possibility of installing a timer for the hot tub. Residents are not turning it off when they are done, with the hot tub running for many hours without being used.

The board and management are still working on a landscaping solution for this summer.

The board discussed a mandatory orientation for all owners and renters coming into the property. The cost for the orientation will be \$25.00. Management will be submitting a letter to the board before it goes out to the ownership. Parking stickers will be given to the new resident at the time of orientation only. The board and/or management will do the orientations.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on April 16, 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: 7:20 pm