

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
June 9, 2015**



**6:00 PM Harvard Management Solutions**

**In Attendance:** Stu Warren, President  
Chris Connor, Treasurer  
Helen Skaleris, Director  
Greg Brough, Director  
Connie Garland, Harvard Management

**BOARD MEETING CALLED TO ORDER: 6:00pm**

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

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

As of 5/31/15 there is \$11,486.00 in the operating account and \$101,110.00 in the reserve account.

Connie suggested that an invitation be sent to Kevin Kehoe from Phelan Insurance to discuss HO6 policies at the annual meeting.

A motion was made by Chris and seconded by Stu to affirm Greg Brough being brought on as a board member. All present in favor. The board will make sure Greg gets keys to the clubhouse and other areas at the property.

**MAINTENANCE UPDATES:**

Connie will contact Gagne Plumbing with regard to the report that one of the boilers in building 3 was shut off.

Roof inspections – A-1 Roof repairs were presented and a motion was made by Stu and seconded by Helen to go ahead with these repairs to fix the issues on roof at back side of B2+B3. We hope this will take care of the ice dams occurring there last winter. All present in favor. Connie will contact A-1 for the repairs.

The board approved a \$2,300.00 quote to repair the cracks on the foundation walls in building 2 where water leaks occur. This expense will be charged back to the building 2 and 3 maintenance line.

Ted continues to work on painting of the dumpster surrounds. Connie will remind Ted that he needs to do the inside of the dumpster fencing and keep the areas swept and trash free.

R & T will be working on the underground short from building 3. Once this is done the lights in the rear of this building will be in working order. There have been no false alarms sounded from building 3 for some time now.

Ted will be repairing the concrete steps and first floor patios as time allows. It is likely that we will not have time to paint the concrete once the repair is done. This will be placed on the "to do" list for 2016.

## **OLD BUSINESS**

The credit application for the line of credit has been submitted to Rockland Trust. Connie will follow up with Timothy Murphy at Rockland. The line of credit will allow the property to pay for the outstanding invoices from Prime Touch for the building repairs due to a large amount of rot uncovered during our siding construction project.

## **NEW BUSINESS:**

Feedback on the landscaping has been positive this year. Management will continue to remind the landscaper about weeding the mulch beds. They currently use a company that sprays for weeds however the crab grass has to be physically removed. Connie will ask Ted to sweep off the splash back on the buildings from the spreading of mulch.

The clubhouse security system was discussed. Management recommends that the board meet with Pro-Technologies for an updated system. They come highly recommended.

A motion was made by Chris and seconded by Helen to formally adopt the \$100.00 move out fee and \$100.00 move in fee. All present in favor. The ruling will take effect on August 1, 2015. Management will notify all of the owners. This fee is necessary to pay for damage occurring to the interior of buildings during moves.

The DNA program was discussed. Connie will contact the company that was previously interviewed for any updated costs. It is recommended that a \$250.00 fine be implemented to any owner that does not register any dog within the timeframe. All dogs must be approved by the board prior to coming onto the property. All dogs must be licensed and registered with the City of Concord. Management recommends that any dog owner will need to provide a certificate of insurance, insuring dog issues, to the board prior to bringing the dog on site.

## **EXECUTIVE SESSION:**

All other owners owing less than 2 months of condo fees have been sent reminder letters.

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be discussed at a later time as there is no Board meeting in July.

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

**ADJOURNMENT:** 8:00pm