



**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
August 20, 2015  
6:00 PM Harvard Management Solutions**

**In Attendance:**

Stu Warren, President - absent  
Chris Connor, Treasurer  
Helen Skaleris, Director  
Greg Brough, Director  
Connie Garland, Harvard Management

**BOARD MEETING CALLED TO ORDER:** 5:40pm

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

**APPROVE THE FINANCIAL FOR JULY 2015:** A motion was made by Chris to accept the financials for June and July and seconded by Greg. All present in favor.

**MAINTENANCE UPDATES:**

The Board met with David Monson of Armstrong Heating and Power Vac with regard to the dryer and bathroom vents. The 2008 report was discussed and David will be inspecting the attics for any changes since the attics were sealed and insulated. The board in 2008 did not respond to the recommendations.

The remaining gutters and downspouts will be gathered and placed in one central location for Gutter Done to pick up and dispose of.

**OLD BUSINESS:**

The air fresheners in the hallways will be switched over to another type of device that will not need constant monitoring. These new fresheners are eco friendly, require no batteries, no spray cans and are less costly than the existing ones. Chris will present a quote for vote next meeting.

Ted is painting window trim as time allows. Management and the board will meet with Ted and discuss concerns and any outstanding items on the task list before the next board meeting. Connie will have Ted email the daily tasks in lieu of writing items down.

The financing for the additional wood rot has been approved and we are waiting for a closing date. The board approved \$40,000.00 to be paid to Prime Touch from current reserves and the rest of the expense will be paid by the additional financing. The financing will be \$90,000 at 4.3% for 4 years. A motion was made by Chris and seconded by Helen. All present in favor. We will move on with the financing. The approximate monthly payment will be \$2050.00 which is approximately \$11.30 per unit for 4 years.

Residents will be reminded that they need to pull grills at least 10 feet away from the buildings while in use. If this cannot be resolved there may need to be a change in the grill policy

A & M Irrigation completed the small repair in the irrigation system. Connie will contact them when it is time to shut down the system.

#### **NEW BUSINESS:**

The annual meeting date was discussed and will be finalized at the September meeting. 2015-2016 request for bids have been sent out and will be forwarded as they arrive. The 2016 Landscaping requests have also been sent out to 6 potential contractors.

Connie will ask Kevin Gagne for any other outstanding maintenance items on the boilers for building 2 and 3 and the clubhouse.

Ted will be removing some of the light bulbs in the light fixtures to cut down on the common area electric expense.

Connie and Ted monitor the parking lot and the common areas. There have been minor infractions in the garage area and the decks seem to be getting better as the season goes on.

The subject of medical marijuana was discussed and Connie will get a legal response and send it over to the board. Ultimately residents with a medical marijuana card must disclose this to the Board. If they do not disclose to management or the board and there is an issue, it is recommended that the police be contacted.

#### **EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be on September 21st at 6:00pm

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

**ADJOURNMENT:** 8:00pm