



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
September 14, 2015
5:30 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: 5:30pm

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

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

MAINTENANCE UPDATES:

Armstrong forwarded a proposal on the building ventilation 2008 study. The board and management will need to meet with them to go over the information as it does not reflect the opinion that was discussed at the original meeting and walk-thru with Armstrong earlier this year.

The Board and management met with Ted to discuss the reporting of maintenance items as he completes them. The board is making attempts to provide as much service as possible with the 20 hours allotted.

Ted gathered all of the gutters and placed them in one spot for pick up. Management has made several calls to Gutter Done but has not been successful. If we cannot get them removed by mid October with Gutter Done management will call Pete Marston to come and pick them up and remove them.

Ted ordered the tamper proof tool from R & T so that he can access the directories. Once the tool arrives he will take care of the directories and update them. For privacy and security issues only the unit numbers will be posted on the directory. The Board discussed and agreed in August to remove names from building directories.

Connie will contact NH Fire and get an appointment for them to come and show management and the board how to re-set the alarm when it goes off during a heavy rain.

Management will contact A & M Irrigation to shut down the system for this year.

OLD BUSINESS

The current air fresheners will be used until the surplus has been depleted. At that point management will order the new eco-friendly, cost-effective devices and have Ted install them in the hallways. This will be done over the winter months.

Management will follow up on the closing date on the additional \$90,000 loan to pay for the construction overage from the buildings. The impact on condo fees is an additional \$11.40 per month per unit for 4 years.

NEW BUSINESS:

The new security system for the clubhouse will be up and running by September 25th. After the system is updated the fobs that were not updated will not work. Connie will send out an email blast on this. A motion was made by Stu and seconded by Chris to purchase a reader for the security system. All present in favor. The total cost for the reader is \$175.00 and Chris will order it from the security company. This reader does re-keying for any old fobs that have yet to be re-keyed.

The board asked for confirmation on the move in and move out fee. The information on this fee is on the 6D certificate and is charged when the unit changes hands. Parking stickers are not given out unless a unit information form is filled out and any new renters will not get stickers until the move in/out fee is received by the owner.

There was a request to install an EV station for electric vehicles. After the board discussed this at length, the board made the decision to table this request until the mandatory maintenance items are all addressed. This would include but is not limited to replacement of the boilers and the association loans to be paid off.

New for 2016 – new parking stickers will be given to the residents once the resident information form is collected. If there is a pet in the household the resident will need to fill out the pet registration form, and provide a certificate of insurance, photo of the pet, proof of registration with the City of Concord (excluding cats) and proof of rabies shot. All residents must provide this information for 2016. The board will be setting up dates for residents to come to the clubhouse and register. Management will order new parking stickers and will change the colors of the garage and “P”ermit parking stickers.

Parking stickers, unit information forms and pet registration documentation is to be provided to the Board before parking stickers are handed out. Unit owners must sign for their parking stickers in 2016 as we have run into issues with owners obtaining more than their allotment stated in the By-laws. Unit owners can allow their tenants to obtain parking stickers with prior notification and approve in writing to the Board or property manager. Once the deadline has passed the board will discuss the fine structure and towing policy for those residents that have not completed this registration. All pets must be approved in writing from the board of directors prior to the pet coming to the property. More detailed instructions will be sent to all owners in their Annual package.

Management will get a price to re-key all of the doors that are opened with the master key. This will be done in 2016.

FHA approval expires in March 2016. Connie will contact Summit Title to see if they can get the property re-certified. If they cannot do it they may be able to direct management as to who can do this for them.

The next meeting will be on September 30th to discuss only the 2016 budget. If Greg is unable to make the meeting the rest of the board will fill him in.

Chris will confirm the Annual Meeting date of November 12, 2015 with the Church of Christ and management will send out the notices as soon as possible. There will only be one mailing this year which will include the application for any interested unit owners that wish to serve on the Board of Directors.

The board reviewed all of the landscaping and snow removal bids and a motion was made by Helen and seconded by Greg. All present in favor. The snow contract is \$19,000.00 and the landscaping contract is \$19,500.00

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

The next Board of Directors meeting will be on October 22nd at 6:00 pm

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

ADJOURNMENT: 8:15PM