



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
October 22, 2015
6:00 PM Harvard Management Solutions**

In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:35 pm

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

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

MAINTENANCE UPDATES:

The Armstrong proposal on the ventilation needs to be clarified. Connie will set up a meeting between the board and Armstrong on October 29th. Connie will confirm this meeting after she speaks to Armstrong.

Connie will send a message to Ted about replacing the light bulb on the clubhouse and will also remind him to put his hours down in the office. Connie will also ask Ted to turn the attic fans on and plug in the heat tapes.

The directories have been updated. Management will request a bid for possible intercom replacements for 2016.

Irrigation is scheduled to be blown out by the end of October by A & M Irrigation. The time clocks have been unplugged to prevent them from coming on.

All of the employee only locks will be changed in 2016.

Connie will ask Ted to check the parking lot and tag any vehicles in the permit parking that do not have a parking sticker and any vehicles parked in the visitor lot with parking stickers will be tagged.

OLD BUSINESS

Parking stickers for 2016 will be ordered. Management will send out notifications to all of the owners with the instructions on how to get the new stickers. Residents will need to submit an updated information sheet and provide management with a copy of their NH registration form. Investor owned unit will need to supply a copy of the tenant's lease. Stickers will be distributed by the board from the clubhouse library. Hours and dates will be posted. The by-laws stipulate that each unit limited to 2 parking spaces. Residents with a garage space must use that space and not park in the lot unless

they have two vehicles. The condominium documents date May 25, 2006 book 289 page 466 note the maximum number of vehicles permitted. Connie will confirm with John's Wrecking Service the list of board members that can call for a tow.

NEW BUSINESS:

The 2016 budget will be discussed at the annual meeting. The association will be voting on either a one-time special assessment due by December 15th or a 4 year loan.

The board reviewed the proposal for additional drainage from Clough Landscaping for \$9900.00. A motion was made by Stu and seconded by Chris to accept this proposal. There may still be additional foundation work required on the inside of building 2 after the work has been completed. Building 3 will be reviewed before the work in building 2 begins.

For safety reasons the board will not be opening the common area doors for Halloween for public access. Residents wishing to participate may place a sign on their unit door.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

The next Board of Directors meeting will be before the annual meeting in November.

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

ADJOURNMENT: 8:30 PM