

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA**

February 18, 2016

6:30 PM Oak Bridge Clubhouse



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:00pm

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

APPROVE THE FINANCIAL THROUGH JANUARY 2016: A motion was made by Patrick to accept the financials through January and seconded by Stu. All present in favor.

MAINTENANCE UPDATES:

Chris noted that \$9,738.00 has been expensed on the boiler rooms year to date. The boilers will be monitored. New boilers would cost \$75,000.00 per building.

Building 2 has a sink hole on the steps will be repaired as soon as possible. Chris will put up caution tape in the meantime.

Management has placed an ad on the internet for a replacement for Ted. AARP and the Veterans office have been contacted to outreach for a part time person with stronger painting skills.

The board has approved Debbie and James Remick to pick up some of the daily duties that Ted performed. Management will check the property weekly including the boiler rooms for any leaking issues. They have been doing a great job with the cleaning. Someone in building 3 on the Irving side of the building did not dispose of their pet waste and left it in the common area to clean. Debbie took care of the issue and notified the board. Management will monitor their time and email the board weekly when Debbie calls in her time. Management has given Debbie a task sheet punch/task list to submit weekly.

The board approved changing the cylinders/building door locks of building 1. Management will obtain an estimate to do this and give out 2 keys per unit.

The board approved replacement of the intercom system for buildings 2 and 3. Management is waiting for one other quote from Bill Bevens. Once that has been done the board will move forward with this work. The owners of buildings 2 and 3 will be notified prior to the installation. This is a telephone system. There will be two additional telephone lines installed in building 2 and 3. Connie will find out if multiple numbers per unit can be programmed into the intercom system.

The air fresheners have been ordered and Connie will notify the board when they arrive.

OLD BUSINESS

The board tabled the re-keying of the master key at this time.

Parking sticker pick up has not been highly attended. Management will send out one final notice once the regular times have passed. There will be one final pick up date for those who could not make it to their time slot.

NEW BUSINESS:

The board discussed a resolution to prohibit drones and hover boards. Owners that are using marijuana for medical purposes may be asked to provide documentation. Connie will amend the rules and Chris will post them on the website.

The board and management will finish up the FHA recertification paperwork before the deadline

The board approved the installation of a power vent for one stack of units in building 2 and one stack in building 4. Once the board and management receive a copy of the finalized quote from Armstrong we will move forward.

During the cold snap in February units 91,92 and 93 reported in water line issues. Management will have Gagne Plumbing check the heat tapes the next time they are at the property.

There is one treadmill and one elliptical machine that is not working in the exercise room. Both pieces of equipment were originally donated. The board has tabled any replacement until all priority items are addressed.

Connie will remind all of the residents of the policy on skateboarding at the property when the spring notice goes out.

Connie recommended that the rules be change to include the no drones or hover boards being allowed at the property. In addition a comment will be made with regard to medical marijuana.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be March 17th at 6:00pm.

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

ADJOURNMENT: 8:15 PM