

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

March 17, 2016

6:00 PM Oak Bridge Clubhouse



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:00pm

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

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

It was noted that two residents requested a meeting with the board to discuss concerns. Both parties did not notify management or the board that they would not be able to meet with the board as requested.

MAINTENANCE UPDATES:

Management will contact Gutter Done to see if they can connect the downspouts in front of building 3 to the area that pours into the retention pond. Management will meet with maintenance to discuss adding concrete to the area where the water is leaking into the garage in building 3. Stu suggested that we cut part of the curb by the entry way that would force the water away from the building.

New maintenance man Bill will be working part time at the property performing various small jobs.

The board approved the work for the installation of new locks on building 1 as building door locks have deteriorated beyond further repair. Connie will notify the vendor and deliver keys to all building 1 residents 10-14 days prior to the lock change. They will have "do not duplicate" marked on the keys. Additional keys can be purchased for \$5/key.

Connie is working with A & B Lock and they will be installing the new intercom system in buildings 2 and 3 at this time. Once the phone lines are installed at each building management will notify A & B and they will install the actual system. Management will make sure to obtain directions so that the residents will have all of the information on how to use and update their phone information in the system. Management is looking into the possibility of installing multiple phone numbers for each resident. Entrance in the buildings 2 and 3 will no longer happen using the front door "buzzers" but will be done through calling the pre-programmed phone number(s) associated with each unit. The Board is excited to update buildings 2/3 access with this new state-of-the-art building entrance system. Buildings 1 and 4 buzzer access will be updated in 2017.

OLD BUSINESS

Parking sticker notices have been delivered to those residents that have not registered with the association. Connie will send out one final notice and inform the residents that they may be fined and/or towed if they are not in compliance by 4/1.

NEW BUSINESS:

A motion was made to accept the drone and hover board policy by Helen and seconded by Stu. All present in favor. The ruling on drones and hover boards was accepted. Connie will incorporate this language in the rule book and note the revision on the cover page of the new resident booklet.

Management sent out an email blast to all of the residents informing them that we are now FHA approved. Please note that at various times the property is over 50% tenant occupied. At this time we have 92 renters and 88 owners. The FHA approval runs from 3/3/16 through 3/3/18. This will be placed on the website.

Connie will remind all of the residents of the policy on skateboarding at the property when the memo on hover boards and drones is distributed.

The support poles in the garages are starting to deteriorate. Management originally recommended wrapping them in stainless steel however we will look into cleaning and painting them to prevent further damage.

EXECUTIVE SESSION:

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

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

ADJOURNMENT: 7:30 PM