

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

April 21, 2016

6:00 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: Stu made a motion to accept the March minutes as amended and Helen seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH MARCH 2016: The fire service line is over budget due to the replacement of several outdated fire extinguishers. It is required to replace them every five years. The balance in the operating account is \$83,768.00. The reserves are approximately \$114,000.00. A motion was made by Chris to accept the financials through March and seconded by Patrick. All present in favor.

MAINTENANCE UPDATES:

The car registration is almost complete. At this time there are 243 vehicles, 41 dogs and 60 cats registered with the association. Management will continue to work with the board to get the remaining residents registered.

The intercom systems for building 2 and 3 have been ordered and A & B Locksmith will contact management when they are ready for installation. The telephone lines have been installed in both buildings. When they install the system management will work with A & B on the instructions to give to the residents in the buildings.

The power vents have been installed and the vents on the units 46, 66, 86 and 157,167 and 177 have all been cleaned. Management will request a quote from Armstrong for vent cleaning. They did an excellent job. Before and after photos were sent to management and shared with the board.

Building 1 lock change has been completed without any issues. The board and management will monitor the other 3 buildings for any future issues.

The carpet cleaning has been scheduled for April 20th and 21st. The garage cleaning has been scheduled for April 22nd. All residents have been notified. The carpets in the two stairwells of building 4 did not improve with the cleaning. Management will obtain a quote from Concord Carpet once a carpet is chosen.

OLD BUSINESS:

Connie will contact Gutter Done one more time for a cost estimate for gutters for the back of building 2 and tie in's in the front of building 3 to fix drainage issues in the garages. If they do not respond management will contact Northeast Gutter for a quote. Once this work is done management and Bill will monitor any leaking during any heavy rain.

The updated Rules have been scanned and emailed to all of the owners. Two new rules regarding Hoverboards and Drones were added. Chris has also added this to the Oak Bridge website.

NEW BUSINESS:

It was noted that the police were called to the site for a disturbance in building 3 where the building's side door was damaged. Granite State Glass was called to the site to repair the door. The estimate of \$605.00 will be billed to the owner of the unit.

Management has notified Kevin Gagne of the follow up visit to the woman's bathroom at the clubhouse. The bill will not be paid until the toilet has been permanently fixed. The backflow valve also needs to be repaired in the men's locker room. The other issue in the clubhouse with the heating system will wait until warm weather because the system has to be shut down.

Connie will contact Collins Tree Service and walk through the property and get a list of trees that need to be removed and possibly limbed to keep branches away from the new siding. In some cases the trees are hitting the buildings.

Connie will ask Bill to bleach and stain the picnic tables before Memorial Day.

Management will inform Bill that the split rail fence in front of building 3 needs to be repaired and painted this season.

Management will remove the gas grill behind building 1. The area in question would need a tree company to remove the dead trees from the area where a unit had mentioned to management. Bill can remove the Christmas tree.

Management met with two residents with regard to parking and rule violations. Both meetings were successful and the board explained the policy and why the rules must be enforced.

The cleaning company noted vandalism in the common areas in building 4. The board will be looking into portable surveillance to be installed in select areas throughout the property.

The board discussed an additional fee for the fob reader in the amount of \$176.00. All present in favor. Chris will work with the vendor on this.

A motion was made by Helen and seconded by Chris to install an upgraded security camera for the pool area. All present in favor. The cost will be \$569.44.

Connie will contact NH Blacktop Sealers for a quote to seal all of the cracks that have opened up. They can also stripe and number the spaces that are starting to fade.

Connie will contact at least 2 vendors for the entryway area pothole issue. There is also an area over by building 4 dumpster that needs to be addressed.

Connie will work with Bill with getting flower barrels for the clubhouse and review the area by the front sign.

The board discussed and approved loam and seed behind unit 104. The owner volunteered to water the grass throughout the season. Bill will arrange the delivery of the loam and will buy the proper seed that should grow in that area. We will tie off that area so no one walks behind unit 104.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be May 19, 2016 at 6:00pm.

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

ADJOURNMENT: 8:00PM