

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

May 19, 2016

6:00 PM Oak Bridge Clubhouse



In Attendance:

Stu Warren, President
Chris Connor, Treasurer
Helen Skaleris, absent
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 April minutes as presented and Patrick seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH APRIL 2016: A motion was made by Chris to approve the financials through April. Stu seconded the motion. All present in favor.

The rent on unit 111 which is currently owned by the association has been paid.

There are only 2 unit owners with payment plans at this time.

MAINTENANCE UPDATES:

There are still some units that have not completed the vehicle registration process. Management will be sending out reminder letters to those owners.

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 system is on back order. Management will update the board on an estimated time of arrival. Operating funds will be used for this expense.

Gutter Done proposal – Management met with Gutter Done to review some problem areas behind building 2 and in front of building 3. The total estimate to upgrade the gutter systems is \$1250.00. The board discussed the proposal and approved the work. Management will notify the vendor. Operating funds will be used to pay for this expense.

Paving proposals – management received a quote for the main entryway to the property and another large area between building 3 and 4 as well as by the dumpster in that same area. The board reviewed both proposals and approved Sam Cooper's proposal for \$7936.00. Management will notify the vendor of the board's decision and will set up a date to get the work done. This expense will be taken from the replacement reserve account.

Building 4 stairwells – management presented the board with the proposal from Concord Carpet. The total cost for both stairwells minus the black entry carpet is \$3680.00. The board approved this work. Connie will notify the vendor. Operating funds will be used to pay for this expense.

Crack filling and line striping – NH Blacktop’s quote for \$2750.00 for crack filling and \$1650.00 for line striping was reviewed and approved. Connie will notify the vendor. Management will work with Bill on re-numbering and lettering the assigned parking areas. This is an operating expense.

Decks and Patios – the review and inspection of the decks and patios will be done either later in the summer or in the fall. Prime Touch addressed several rotted areas. This would be an inspection on the general conditions of the decks.

Tree and branches – Connie will contact Collins Tree Service and set up a walkthrough with the board and management. There are several issues with the trees in front of building 3. Some trees that are on top of the building may need to be removed.

OLD BUSINESS:

The board discussed the temporary additional fee that Spic and Span has been doing. The decision was made to add these tasks over to Bill as the site person. He will monitor the lights and the dumpster surrounds.

Connie asked 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.

The upgraded security camera for the pool area. The cost was \$569.44

Bill had loam delivered behind building 3. He has spread the loam and seeded the area. The unit owner in 104 has volunteered to care for the back area and water it.

NEW BUSINESS:

The actual billing for the broken door for building 3 was \$475.00 not \$605.00. The owner of the unit that broke the door has been billed for the damage. The tenant has moved and the unit will be placed on the market for sale.

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. These items have not been confirmed as completed at this time.

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 and Bill reviewed the area behind building 1. This area would need to be cleaned out by a professional tree service. There is a partial tree down and stumps that need to be ground and the material removed. There are other areas where trees were cut down that should have the stumps ground. That will be put on the list for the walkthrough.

Connie will ask Bill if he can cut the drain in front of building 3 so we can connect the downspout to the line that empties into the retention pond.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be June 16, 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: 7:25 PM