

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

June 16, 2016

6:00 PM Oak Bridge Clubhouse



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:00pm

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

APPROVE THE FINANCIAL THROUGH MAY 2016: A motion was made by Chris to approve the financials through May. Stu seconded the motion. All present in favor. The balance in the operating account at this time is \$123,945.00. The reserve account is \$120,110.00. Expenses previously classed to the cleaning account will be re-classed per discussion.

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

MAINTENANCE UPDATES:

The intercom systems for building 2 and 3 been installed and A & B will be programming in the names and numbers given to them. Management has asked for the instruction booklet for future reference.

Gutter Done – installed the gutters as instructed and Bill has installed the connection line in front of building 3. There have not been any significant rains at this point to test the installation. Management will continue to monitor the garages for any leaking.

Sam Cooper is scheduled for a June date for fixing the pot hole at the entryway and fix the area by the building 3/4 dumpster.

Building 4 stairwells – The carpets for the 2 stairwells were ordered and management is waiting for an installation date.

Crack filling and line striping – NH Blacktop Sealers has been scheduled to crack fill and stripe the lots.

Management will discuss the posts in the garage that are currently rusting with the maintenance director at Harvard Management and will submit a write up to the Board.

OLD BUSINESS:

Management has informed Bill that the split rail fence in front of building 3 needs to be repaired and painted this season. Time sheets need to be submitted at the end of each week for payment.

The grass behind building 3 by 102 and 104 is coming in. It will need to be seeded again in the fall to increase the thickness.

The plumbing repair in the clubhouse has not been completed by Gagne Plumbing. Connie will contact Gagne and get a date when to expect this to be completed.

NEW BUSINESS

The insurance policy was discussed and Connie will follow up with the 3 agents that are bidding on the property. Connie added some changes that the Liberty quote did not have.

Tree and branches – The board discussed and approved Collins Tree Service quote for \$9,500.00 funds will be taken from the contingency line and \$5000.00 is currently in the budget for tree removal. Stu motioned to accept the proposal as presented. Chris seconded the motion. All present in favor.

Connie mentioned that landscaping and snow removal contracts will be going out in July. Kevin Clough has been doing a great job landscaping this year. A & M Irrigation is scheduled to turn the irrigation on. Aedan will contact Chris prior to arriving at the property.

Connie will get an estimate from Armstrong to clean the dryer vents at the property..

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on August 21, 2016 at 6:00pm unless there is business in July to discuss.

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

ADJOURNMENT: 7:40 PM