

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
August 18, 2016
6:00 PM Oak Bridge Clubhouse**



In Attendance:

Stu Warren, President - absent
Chris Connor, Treasurer
Patrick Saucier- Director
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 June minutes as presented and Chris seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH JULY 2016: A motion was made by Chris to approve the financials through July. Patrick seconded the motion. All present in favor. The balance in the operating account at this time is \$150,540.00. The reserve account is \$111,425.00.

The City of Concord has increased the trash removal from \$361.20 to \$451.50 starting in July. This increase applies to all businesses and individuals residing in the City and was not an Oak Bridge issue. We will be over in this budget line item by approximately \$542.

Unit 111 is up for sale at this time. Management gave the real estate agent the current ledger.

There is one unit owner with payment plans at this time. Delinquencies are the lowest they have ever been due to prompt action by our legal counsel. One large account was collect in full due to Board not settling for less than owed Association. Last large account still on books and is being worked.

MAINTENANCE UPDATES:

Aaric Adams has been hired as our part-time maintenance person. Aaric works full time for Harvard Management in their maintenance department, lives local and is very experienced and knowledgeable. We are pleased to have Aaric on-board. Say "Hi" as you see him out and about, that is, if you can catch him!

NH Cleaning has been contracted to do our weekly housekeeping and will begin work on 9/1/16. Current housekeeping company has moved out of the area and unavailable.

The irrigation for building 3 is beyond repair and will not be replaced at this time. Current B3 irrigation replacement cost is too expensive, fortunately B3 is very shady. We are looking at alternatives for 2017.

The board would like to thank Tom Vallincourt for watering the area behind building 3 where new grass was planted. This is the first time that area has had grass in several years. Management will explore the ability to install water spigots in the buildings. Right now the only source of outside water

comes from the clubhouse. Management will contact Gagne Plumbing and will report back to the board.

Harvard will be scraping and painting the posts in buildings 2 and 3. Aaric will clean the mold off the wall areas in the garages.

Aaric is doing interior trim painting as time allows. Management and Aaric have the paint codes for the trim and doors now so everything will be uniform.

Management has removed the cigarette container by building 4 on the Irving side of the building. The container was being used to prop the door open. We will be removing all portable containers in 2017. New containers will be attached to the building and will be put into the 2017 budget. They are \$115.00/per container uninstalled.

Tamper proof door paddles will be installed on the buildings that do not have them to prevent residents from tampering with the door locks.

Helen reported that a change in FHA approval now requires only 35% owner occupancy vs 50% ownership. This is great news for Oak Bridge to remain FHA approved.

If time allows this winter the board would like Aaric to build a walkway in the attic areas so that access is easier for contractors.

The stuck wind turbines on B2 have been installed and B2 power fans have been repaired.

OLD BUSINESS:

The split rail fence will be painted once the leaves come off the trees. Prep work has been completed.

Management and maintenance continue to monitor any leaks in the foundations on building 2 and 3. Thus far building 2 has been free of any leaking. There is one more area to repair on the right side of the front entryway to building 3. Management has placed a work order and this work will be done as soon as possible.

A motion was made by Chris and seconded by Patrick replace the walkway on the Fisherville side of building 1. The walkway is not rated for vehicles and has deteriorated because residents are parking on the walkway. Management has found a post that will be installed part way down the walkway to resolve this issue. A motion was made by Chris and seconded by Patrick to have Sam Cooper replace the walkway for \$2500.00. Management will order the post and have it at the property when the paving is done. This will be a removable post for winter plowing. It will have a locking mechanism on it. Clough Landscaping stated that it would not be an issue with them during the winter months.

Collins Tree Service completed all of the trimming and tree removal as requested.

NEW BUSINESS

Clough Landscaping will be asked to contract with the association for another year. Connie is waiting for them to return the contracts.

Management discussed the new changes in the House Bill 353 and 1307 (revising contents of NH Condominium Act 356:B) which became effective on August 1, 2016. Management will have these changes on the agenda at the annual meeting.

Management explained the merger of Harvard Property Management with Evergreen Management. The association will not see any changes in service. Connie will remain the manager for this property.

The 2017 budget will need to be completed and approved by the board so that it can be sent with the annual notice. The association will be asked to ratify the budget at the annual meeting. The annual meeting has been scheduled for November 10, 6:00-8:00PM across the Street at the Church of Christ. The annual meeting notice will be completed on or before the 10th of October and will be ready for mailing as soon as the final budget is accepted. Connie has invited Kevin Kehoe from Phelan Insurance (our Master Insurance company) to come to the annual meeting and speak to the association on a new 2017 Preventative Maintenance Standard and why it is important to have unit items checked every year.

Connie will ask Bob McPhee who is the maintenance director at Harvard to do an update on our reserve analysis. Items that were not included in the original report are: Irrigation, Attic updates and the Boilers in buildings 2 and 3.

The steps on building 2 were discussed and management will seek alternative applications for this replacement. The granite quote from Clough Landscaping came in very high and did not include the removal and re-installation of the awning.

A portable camera was discussed and the board will discuss this at a future date. The portable camera would allow management to move it to problem areas throughout the common areas.

EXECUTIVE SESSION

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on September 15, 2016 at 6:00pm.

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

ADJOURNMENT: 8:00 PM