

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
September 22, 2016
6:00 PM Oak Bridge Clubhouse**



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 5:30pm

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

APPROVE THE FINANCIAL THROUGH AUGUST 2016: A motion was made by Chris to approve the financials through August. Helen seconded the motion. All present in favor. The balance in the operating account at this time is \$166,668.00. The reserve account is \$116,612.00.

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 plan at this time. Once back fees are paid for unit 111, delinquencies will be under \$14,000; the lowest it has been since 2011.

MAINTENANCE UPDATES:

Henry Coburn has been contracted to replace the steps on building 2 on the garage end of the building. Steps leading behind B2+B3, garage side, will also be looked at and secured. Management will notify the owners when this is scheduled. The cost to do this work is \$10,000.00 and funds will be taken from the reserve account to cover this expense.

Sam Cooper was chosen to do the sidewalk replacement on building 1 on the Fisherville Rd. end. The cost to do this work is \$2500.00 and come from operating. There will be a post placed at the base of the walkway to prevent trucks and vehicles from driving up to the door. The side walk asphalt is not rated to have trucks and vehicles drive or park on the pavement and does not support vehicle weight. This walk way has deteriorated since it was replaced in 2013 due to vehicles' weight.

NH Cleaning originally contracted for the cleaning of the common areas is unable to fulfill the contract. Management will be searching for a replacement as soon as possible. The board has authorized Best Qualified Cleaning to come in and clean the carpets. Management will contact Best Qualified to see if they can do the work on the week of the 26th of September.

Management will contact Gutter Done and ask them to clean the gutters once most of the leaves are down. The estimated date would be towards the end of October to the beginning of November.

Management will consult with maintenance with regard to a leak by the threshold of unit 10. The owner stated that the only time it leaks is when it rains. This is a ground floor unit with no basement.

The posts in both buildings two and three garage have been completed.

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

Management is waiting for a quote to do the dryer vent cleaning on a rotating basis.

Clough Landscaping and Snow Removal bids were accepted by the Board and have been signed and returned to the contractor. Landscape contract is \$20,000. Snow Plowing contract is \$21,000.

OLD BUSINESS:

The split rail fence will be painted once the leaves come off the trees.

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. Wallboard in B4 and club house will be repaired as time allows.

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.

NEW BUSINESS

Management discussed the new changes in the House Bill 353 (amendment to NH Condo Act) which became effective on August 1, 2016. Management will have these changes on the agenda at the annual meeting.

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. This is part of Bill 353 changes to Association process. The annual meeting has been scheduled for November 10th. The 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 to come to the annual meeting to speak to the association on preventative maintenance and why it is important to have items inside units checked every year.

Connie has asked 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. This is a winter project and will be done by January 2017.

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.

The Board discussed and approved 1 outside spigot for each building. Splitting the irrigation from the domestic water system was discussed and approved for 2017. Management will work with Kevin Gagne to achieve this work in 2017.

The current master key for the property has not been updated for some time. The board discussed and approved this work for 2017. Buildings 1 and 4 locks have been changed. Building 2 will be

done in 2017 so the master key can be used to access this building as well. Currently building 2 requires a separate key for access.

This property does not have a working capital requirement (reserve contribution) for new owners coming into the property. Management will research this with Attorney John Bisson and have him draw up a by-law change so that management can include this in the annual mailing.

Chris discussed the possibility of paying off the \$70,000.00 4-year construction rot loan with the surplus funds in the operating account at the end of the year. Management will provide Chris a budget comparison sheet on 9/30 so that more accurate numbers will be placed in the 2017 budget and rot loan pay-off can be better determined.

The Board discussed the opening of the buildings for Halloween. It was a unanimous decision not to open the buildings up this year. There were several areas vandalized and items stolen when buildings were last unlocked for outside Trick-or-Treaters. Trick-or-Treating can be done within buildings – email will go out on this topic in October.

EXECUTIVE SESSION

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on October 20, 2016 at 6:00pm.

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

ADJOURNMENT: 7:00 PM