

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
October 20, 2016
6:00 PM Oak Bridge Clubhouse**



In Attendance:

Steward 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 Skaleris made a motion to accept the September minutes as presented and Patrick Saucier seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH SEPTEMBER 2016: The board will not be approving the financials at this time. There are outstanding items that need to be answered by accounting before the financials are approved. The balance in the operating account at this time is \$163,528.00. The reserve account is \$116,622.00.

Unit 111 is up for sale at this time. The unit is scheduled to close at the end of October.

There is one unit owner with payment plan at this time.

MAINTENANCE UPDATES:

The new concrete steps for building 2 have been completed. The cost on this work was \$10,000.00 and was completed by Henry Coburn.

Sam Cooper was chosen to do the sidewalk replacement on building 1 on the Fisherville Rd. end. This work has been scheduled for mid-November.

Best Qualified has been contracted to clean the buildings. NH Cleaning was unable to honor the contract.

Management has contacted 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.

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

The dryer vent cleaning is in the 2017 budget. This will be completed once the walks are built in the attics.

Chris reported on the pool heater. L & R Pool and their product representative met this Chris and reviewed the issues that were causing the failure on the pool heater. The current heater was replaced two years ago and should not have failed. L & R Pool's rep will be ordering an upgraded

heater at cost. Gagne Plumbing will need to re-direct the vent in accordance with L & R's specifications. The door vent to the chemical room will need to stay open.

Management will contact R & T and ask them to remove any old unused wiring in the chemical room. Management will need to coordinate this with L & R so that both contractors meet to discuss what needs to be removed.

OLD BUSINESS:

The split rail fence will be painted once the leaves come off the trees. This is still outstanding.

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 in 2017.

NEW BUSINESS

Annual meeting announcements were mailed to all owners on Oct. 10th. Annual Meeting is scheduled for Nov. 10th at First Church of Christ, 141 Fisherville Road (across the street to the right) from 6-8:00 PM.

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 has approved the installation of one water spigot per building in 2017.

EXECUTIVE SESSION

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be the annual meeting on November 10th.

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

ADJOURNMENT: 7:25 PM