

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
January 19, 2017  
6:00 PM Oak Bridge Clubhouse**



**In Attendance:**

Chris Connor, Treasurer  
Patrick Saucier- Director  
Helen Skaleris - Director  
Connie Garland, Harvard Management

**BOARD MEETING CALLED TO ORDER: 6:00 pm**

**APPROVE MINUTES OF THE OCTOBER BOARD MEETING:** Chris made a motion to accept the October minutes as presented and Helen seconded the motion. All present in favor.

**APPROVE THE FINANCIAL THROUGH NOVEMBER 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. There is an offer in process but the bank has not finalized the paperwork.

There is one unit owner with payment plan at this time. All other past due accounts have been addressed.

**MAINTENANCE UPDATES:**

Kevin Clough's company who is contracted for snow removal has done a great job. Management continues to remind the residents that they need to move all vehicles the day after the storm. The board has implemented a \$250.00 fine for those vehicles that do not move the day following the storm. Not moving a vehicle for snow clean-up is an Association insurance liability.

Deck evaluations will be done this spring. Management has recommended that Prime Touch return to do this evaluation. Siding will also be evaluated at the same time.

The City of Concord has sent out notices to remind everyone of the continued water shortage and asked residents to conserve water as much as possible.

The board and management discussed the issue of the gutters over the garage doors on buildings 2 and 3. The only way to prevent the ice build-up and water ponding would be to install heated gutters and tie them into the storm drain in the lot. This would not be considered until the parking lot is repaved.

Residents are reminded that nothing may be placed in the common area hallways. All boots, shoes, coats and shopping carts must be brought inside the units. This is a City of Concord Fire department mandate.

Pool Maintenance – at this time Chris is handling the cleaning, testing and general operation of the pool. She also meets with vendors and obtains pool chemicals on her own time. This is not a Board position or duty. Due to the time involved the board discussed paying Chris for this job. In the past this has been a paid position as part of the on-site maintenance person's job, however the board and management have been unable to find a responsible individual to do this daily task. The daily cost to have a licensed person take care of the pool is \$50/day excluding weekends. The State of NH requires all pool and spa operators be licensed. Chris is a licensed pool operator through the State of NH and is valid in all 50 states. In order to pay Chris, the board will need to approve a by-law change. Once the by-law is compiled the board will discuss the process of getting this information out to the owners. Per the current association documents, the association is not able to pay board members for their time doing any duty or job. If the board has to depend on volunteers to close the clubhouse, the pool hours may be shortened. Residents are reminded to shut doors, lights and to shut off the hot tub when leaving the pool area. Hallway, locker rooms and bathroom lights also need to be shut off.

Chris will close on Friday, Saturday and Sunday – in addition to daily pool and hot tub chemical maintenance. Pat will close on Wednesday and Thursday. Helen will close on Monday and Tuesday.

### **OLD BUSINESS:**

The split rail fence is still an outstanding item for maintenance to paint in the spring as weather permits.

Management is working on an updated reserve study.

Dryer Vents – Armstrong requires that the association install a walkway in the attics prior to the dryer vent cleaning. Prime Touch was unable to quote on this work. The board suggested Mark Thibeault may be able to do this work as a part time temporary employee. Management will contact the master insurance carrier to see what the cost would be to add another part time employee to the worker's comp policy.

Aaric Adams has checked several units in building one. The water bill for the past 4 months has been triple of what building 4's bills are. The population comparison with the two buildings does not justify the water overage in building 1.

### **NEW BUSINESS:**

A motion was made by Helen and seconded by Pat to accept Stu Warren's resignation from the board of directors. He has sold his unit and will no longer be an owner at Oakbridge. Many thanks to Stu for all of his work, guidance and suggestions during the past 4+ years, especially filling in with the pool maintenance when prior maintenance person resigned. Stu was always ready to lend a hand and was a great addition to the board.

The State of NH Statute of 2015 now bans all grills from decks on the second and third floors of the property. This includes electric, gas, and charcoal. Management will send this information out along with a copy of the statute after a decision on a spring property meeting.

The board reviewed and discussed a recommended by-law change received by Attorney Mark Connelly. The language would include a two month working capital fee on any new purchases and a fee on foreclosed units. This will also be reviewed and voted on at the spring meeting.

The board and management have seen several dead Christmas trees on the patios and decks. This is a fire hazard and against City of Concord Fire Department criteria. The board is considering banning real trees from the property and is checking with our Mater Insurance policy company.

The board and management discussed the idea of having a back-up plumber for the association's boilers and other plumbing related items. Management discussed the possibility of having Bill Trombly Plumbing and Heating visit the property and evaluate the boilers in buildings 2 and 3. Management will set up the appointment and meet with them.

The board and management discussed adding another part-time employee to help do various maintenance projects and as a back-up to Aaric. Both people will be paid within current budget.

Management will call Otis Elevator for service on the elevator in building 3. The annual inspection is done in February. The elevator may need some additional work.

The garages in building 2 and 3 were discussed. Pipes freeze due to the fact that the garage is not heated and the chain door which lets in cold air. Management will speak with J Lawrence Hall and will set up an appointment for an evaluation. Right now the exhaust fans are on non-stop. There are exhaust fans that have sensors on them which can turn on and off depending on the carbon monoxide in the garage. Exhaust fans will be evaluated in the spring.

#### **EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be on February 16<sup>th</sup> at 6:00pm. The Owner open session will be from 5:30pm to 6:00pm. Owners are reminded that they need to inform management if they will be attending the meeting.

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

**ADJOURNMENT:** 8:35 PM