

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
February 23, 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: 6:00pm

APPROVE MINUTES OF THE JANUARY BOARD MEETING: Patrick Saucier made a motion to accept the January minutes as presented and Helen Skaleris seconded the motion. All present in favor.

APPROVE THE FINANCIAL THROUGH JANUARY 2017: At this time Chris Connor reported that there is \$195,836.00 in the operating account and \$122,582.00 in the reserve account. Chris Connor noted that she is still unable to view invoices in Caliber. Connie will forward this information to the Bedford office and try to resolve this issue. Delinquencies are down to \$14,747.00. Unit 111 has been sold and the board settled on just over \$14,000.00 for overdue condo fees, assessments and unpaid legal bills. The closing should take place by the end of February. Management will notify the board when the closing occurs and the funds arrive. A motion was made by Chris Connor and seconded by Helen Skaleris to accept the financials as presented. All present in favor.

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

MAINTENANCE UPDATES:

Management met with Mill City to discuss an issue in the attic by unit 80. After reviewing the unusual ice build-up, management and Mill City went into the attic to see if there were any issues with the insulation. It was noted that the exhaust fan had switched off. The fan was turned back on and monitored. It appears to be working at this time.

Management and the board will be relocating some of the assigned parking spaces across from the club house due to visitors not parking in accordance with the clearly display signage. During the winter months it is difficult to see the numbers on the spaces. Unit assigned spaces will be moved and replaced by "P" ermit spaces.

As part of on-going maintenance, 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 card reader for building 3 is no longer working. Management met with Overhead Door and the system will be ordered and installed as soon as possible. Management will disperse cards to everyone in the building prior to the work being done. In the interim the door will remain open.

Overhead door will also be enclosing the system so that it cannot be manually opened without key access.

Management met with Alliance Plumbing and Heating and discussed sensors for the fans in the garage. This will enable the fans to only come on only when/if there is a carbon monoxide issue vs running all the time.

Overhead Door was asked to supply management with a proposal for a solid rolling door for the garage. The cost for each door installed is approximately \$5900.00. Once the information is received from Alliance the board will discuss a timeline for this work.

First floor patio work will be reviewed and addressed in 2017. The privacy dividers removed will not be replaced however the concrete will be repaired.

OLD BUSINESS:

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. Mike from Mill City said that he would speak with Armstrong with regard to their requirements.

The insulation on the attic in the pool house has been tabled at this time due to the cost of this enhancement.

Aaric has checked building 1 and noted that there was no ongoing running water. The average water/sew billing for February was \$50/unit which is twice as high as building 4 at \$23/unit cost. Building 2 water cost is \$27/unit and building 3 water cost is \$40/unit. Further investigation into building 1 water usage and cost will continue.

NEW BUSINESS

The State of NH Statute now bans all grills from decks on the second and third floors of the property with a 2015 mandate. This includes electric, gas, and charcoal. Management will send this information out along with a copy of the statute after a decision is made for the next general association 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 be presented at the next general association meeting.

Alliance Plumbing and Heating has taken the role of the plumbing contractor for the property. Dan from Gagne Plumbing will be the contact person however calls need to funnel through Alliance.

The annual inspection was completed for the elevators for building 2 and 3. Management was not notified of any deficiencies and the renewal process should be completed shortly. Management will install the new certificates for the elevator when they arrive.

Patrick requested information on the painting codes for the doors and trim. Management will forward that information to the board. When received, paint codes will be placed on the website.

Changing the date of the annual meeting was discussed and it was decided that a mid-October date would allow enough time to gather information for the 2018 budget. The change is due to the November being a cold, dark and busy month for most.

Management will contact Clough Landscaping and secure a 3 year contract for landscaping and snow removal.

The board will be evaluating the exercise equipment in the spring and get quotes to add or replace what is currently available. All of the equipment in the exercise room was donated with the exception of one of the treadmills and is getting old and worn.

The intercom systems for building 1 and 4 will be replaced within the next 60-90 days.

Connie will contact Peter Marston Plumbing to see if he would have the ability to take on residential calls at the property.

EXECUTIVE SESSION

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on March 16th at 6:00pm. The 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. Chris will place the agenda on the Oak Bridge website if received in a timely manner.

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: 8:15 PM