

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA**

**March 16, 2017**

**6:00 PM Oak Bridge Clubhouse**



**In Attendance:**

Chris Connor - Treasurer  
Patrick Saucier - Director, absent  
Helen Skaleris - Director  
Connie Garland - The Evergreen-Harvard Group

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

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

**FINANCIALS FOR FEBRUARY:** The February financial documents have not been forwarded to management at this time. Management will follow up with Christine Davis. The board has requested a meeting with the accounting department and at that time will discuss what accounts need to be adjusted.

The balance in the operating account as of March 10<sup>th</sup> is \$133,845.00. There is \$13,176.00 in the operating account and \$107,966.00 in the reserve account. Management will inquire about why the reserve account hasn't been moved to the new bank. \$52,000.00 has been transferred into the Rockland Bank as required by the loan agreement. Chris has a completed spread sheet that will be reviewed at the meeting with the new controller. \$17,568.00 has been moved from the operating account to the money market for the 4 missed deposits of \$4395.00.

Management will look into the check for \$1727.23 for utilities that was not an Oak Bridge expense. The financials show a journal entry that reverses the expense however Connie will make sure the actual funds were moved.

The management fee for June will not be charged to the association.

Management continues to work with the association's attorney on collections. There is one payment plan at the property that has been paying on each month.

**MAINTENANCE UPDATES:**

Management has an appointment with Kevin Provencher and will be going through the attics to obtain an estimate to install catwalks for the dryer vent cleaning.

Deck evaluations will be done this spring. Management has recommended that Prime Touch return to the property to evaluate them.

Building 3 – the new card reader was installed however there continues to be issues with the wiring. The door works for a few days then stops. This would indicate a failed wire connection. If it cannot be repaired management will call R & T to get a new line installed.

The proposal from Alliance for adding carbon monoxide sensors is cost prohibitive. Management will look into the city requirements for CO2 detectors in the garage area and will report back to the board.

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. The board has put this on hold until the engineer completes the work on the area over the garage door in building 3 as well as the foundation and retaining wall for this building. This B3 building structural issues are the priority project at this time.

There is currently funding of approximately \$28,000.00 in the operating account for the engineering work for building 3.

Management will schedule the garage cleaning in the spring.

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

Items on the list to do for plumbing are installing deduct meters for the irrigation, installing water spigots on each building and evaluating the heating in building 2 and 3. This will enable maintenance to clean the awnings.

#### **OLD BUSINESS:**

Management is working on the updated reserve study.

Dryer Vents – Armstrong requires that the association install a walkway in the attics prior to the dryer vent cleaning.

#### **NEW BUSINESS:**

The State of NH Statute as of 2015 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 is made for the next general association meeting. After board discussion it has been decided to move the annual meeting into October. The 19<sup>th</sup> was the date set aside for the annual meeting. Due to the new HSB 353 ruling if there is not a quorum at the annual meeting it will be required to set another date. Several reminders will be sent out to the owners. If an owner is unable to attend a request will be made to turn in their proxies so that we can meet the quorum.

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 set fee on foreclosed units. This will be presented at the next annual association meeting.

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

The board will be evaluating the exercise equipment. All of the equipment was donated with the exception of one of the treadmills.

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

Peter Marston Plumbing was asked to give the board a quote for a new bubbler in the clubhouse. Peter will be starting his own business soon and will be able to take on the residential portion of the property. He has supplied his certificate of insurance.

Management will send out reminders that the areas by the front and side doors are not areas to loiter. All issues have been addressed at this time with individual owners. Management will be sending out an addendum to the property rules regarding activity by the patios and where the children can play ball.

**DATE FOR NEXT BOARD MEETING:** The next Board of Directors meeting will be on April 21<sup>st</sup> 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.

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

**ADJOURNMENT:** 7:40 PM