



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

June 25, 2017

6:00PM 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 MAY BOARD MEETING: Helen Skaleris made a motion to accept the May minutes as presented and Chris Connor seconded the motion. All present in favor.

FINANCIALS FOR MAY:

The balance in the operating account as of May 31st is \$224,899.00. The reserve balances is \$188,405.00. A motion was made by Chris Connor to accept the financial report for the month of May and seconded by Helen Skaleris. All present in favor. All Eastern Bank accounts have been closed and the funds have been transferred over to PPB Bank.

There is one payment agreement at this time in place. Unit 72 will be foreclosed on July 7th. There will be no management fee charged for the month of June. Management presented the insurance premium information for 2017-2018. The policy is just slightly lower than the 2016-2017 expense.

MAINTENANCE UPDATES:

Armstrong has been notified that all of the cat walks have been installed (\$10,142.01) and are ready for them to clean the dryer vents. Due to the extreme heat in the attics, the work will likely be postponed until September. Management will get an updated quote from Armstrong and will confirm the pricing.

The phone lines have been installed in buildings 1 and 4. Management has the listing of names and numbers for A & B Locksmith to program in when the work is done.

Deck evaluations will be done as soon as Prime Touch has an opening. We are also looking at other companies to do this evaluation.

All of the ash trays located by the entry doors will be removed. Management will prepare a no smoking resolution for the common area. This would mean no smoking on the grounds as well as the garage and hallways inside the buildings. Once the board approves the resolution it will be distributed to all of the residents as well as off site owners.

Aaric has been asked to begin the patio work starting on building 4.

OLD BUSINESS:

Management is working on the updated reserve study.

The leaking in the garage in building 3 has been noted as coming from the front entry area where the downspout is directing water from the roof line. Management has asked Aaric to extend the downspout away from the building.

The board will not be evaluating the exercise equipment until 2018 due to unplanned expenses. All of the equipment was donated with the exception of one of the treadmills. At this time the board has decided not to insure any of the equipment on the master policy.

The board has asked for a financial meeting with the accounting department at The Evergreen Harvard Group. Connie will relay the information to the accounting department and set up a date and time to meet at the property.

The carpet cleaning and the garage cleaning has been completed.

NEW BUSINESS:

Management has requested a quote from John Michaud PA next year for the annual audit of the books.

Management will pick up the specs from Turner Group when they are ready and will reach out to the recommended contractors. The work entails the garage side building 3. The main beam is in need of support. Building 2's garage entrance structure was reinforced sometime before 2008. The Board cannot find documentation as to why building 3 was not addressed at the same time. Because this is beyond the scope of regular maintenance, a structural engineering firm, the Turner Group, has been contracted to evaluate and write the specs for the work.

The dehumidifier/HVAC in the pool area is not working properly and needs to be replaced. When the club house roof collapsed in 2008-09, a decision was made to not replace the dehumidifier/HVAC equipment in its original place due to cost. This has led to its demise less than half way through its life expectancy. Management will reach out to 2 additional contractors to obtain quotes for this work. Alliance will also be asked to bid on this work.

Management has asked Alliance to give a quote for a slop sink in building 2.

Effective September 1st any tenant or owner that brings a dog onto the property without prior Board approval will be assessed a \$250.00 fee. Many residents are bringing dogs onto the property without obtaining approval. There are issues at the dumpster areas. Pet owners are throwing pet waste bags over the dumpster surround instead of opening the gate and disposing of the pet waste properly. Pet waste is not being picked up on the grounds. If this is not resolved within the next 30-60 days the board will reconsider the expensive DNA program or institute a yearly assessment for pet owners.

DATE FOR NEXT BOARD MEETING:

The next Board of Directors meeting will be on August 17th at 5:30pm. 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 or if they have any questions for the Board.

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

ADJOURNMENT: 8:15 PM