

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

August 17, 2017

6:00PM Oak Bridge Clubhouse



In Attendance:

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

BOARD MEETING CALLED TO ORDER: 6:00pm

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

FINANCIALS THROUGH JULY:

The balance in the operating account as of July 31st is \$234,360.00. The reserve balances total \$197,517.00. A motion was made by Patrick Saucier to accept the financial report through the month of July and seconded by Helen Skaleris.

There is one payment agreement at this time in place. A motion was made by Chris and seconded by Helen to write off the total amount due \$5739.28 from unit 72. The NH statute does not hold banks responsible for lost fees during a foreclosure. In this case it took the lender over a year to propose and move with the sale of this unit. The bank has not foreclosed on unit 140 to date. This means all condo fees owned by this unit will also be lost until the bank decides to sell the unit. The owner abandoned unit 140. The balance on unit 140 account at this time is \$700.00.

The invoice for the boiler State of NH inspection certificates will be re-classed from the elevator account to building 2 and 3 maintenance expense.

Due to late payments from the financial management group, all late fees incurred by OakB will be reimbursed by management.

The Fairpoint billing will be reclassified from the building 2 and 3 telephone expense to its own line item. This will reflect on the August financials,

MAINTENANCE UPDATES:

Armstrong has requested that management contact them in early September for a date to clean all of the dryer vents. Residents will need to be home during the work or provide management a key that will be returned to them once the work is completed.

The phone lines have been installed in buildings 1 and 4. Management has the listing of Intercom names and numbers for A & B Locksmith to program in when the work is done. Management will continue to stay in contact with A & B Locksmith until a date has been set to install the new Intercom system.

A work order will be placed to have Aaric Adams give us an estimate to repair/replace the deck for unit 77. Connie will call Karwocki for a quote as well.

Management will work with the board and the two contractors that have been contacted to do projects at the property. Projects that need to be completed are: Split rail fence needs to be painted, first floor patios need to be repaired and sealed, decks need to be inspected for safety, and ceiling work needs to be done in building 3 and the garages of building 2 and 3.

A-1 Roofing will be repairing the roof on the clubhouse. The roof is approximately 9 years old and has an expected life of over 25 years. Several details were missed when the roof was installed which caused the roof failure at the club house according to the owner of A-1 Roofing. This is the second time our new roofs have leaked. The work will be completed within the next 30 days.

Clough Landscaping has not turned the irrigation system on. At this point the board is aware of several repairs that need to be done to the system and have decided to leave the system off for this year. Management will ask Samoset Irrigation to take over this responsibility in 2018. Deduct meters for irrigation system will be addressed in 2018.

Management has asked Clough to install larger boulders on the side of building 2 to prevent residents from driving on the grass to the back of B2. Residents have been asked not to drive behind the building.

Management will contact Papa Johns and tell them not to leave flyers at the doors. "No Solicitation" signs will be posted on the buildings where they are now missing.

OLD BUSINESS:

At this time, there are three proposals for the replacement of the dehumidification system. Total Climate, Granite State Plumbing and Alliance Plumbing and Heating. The board discussed the proposal and have chosen Granite State Plumbing to do the work. The project manager for this project is Bob McPhee from Evergreen-Harvard Group. Management will give the 3 proposals to Bob and he will review all three to ensure the proposals are complete. Management will set up a time to meet with Granite State Plumbing and the board to discuss the details on the job. The contractors indicated that this system was not installed in the best area. Originally the system was in the attic on the second floor of the clubhouse. Due to cost, a decision was made when the club house roof collapsed in 2008 to restore the HVAC system in the ceiling above the pool area, not in the attic. The system is exposed to the chlorine causing it to deteriorate prematurely. We are addressing this issue with Granite State Plumbing.

Cobb Hill Construction and DL King proposals were discussed at length. Cobb Hill's proposal is \$82,800.00 and DL King proposal is \$144,000.00. Bob McPhee is also the project manager for this project. He will be comparing the proposals to the engineering report and will be overseeing this project. There is a concern with the engineering report that indicates that only one beam has deteriorated however upon examining the second beam management recommends also be reviewed.

NEW BUSINESS:

The Board met with Scott Barbera and Christine Davis from the Evergreen Harvard Group. The board has concerns with the accounting/invoice approval process. The utility bills are being paid late. Scott and Christine proposed that they go back to the original Caliber accounting system. The board will discuss the issues and contact Scott with their decision. The offer of having the utilities automatically taken from the account monthly was not approved by the board.

The board has approved the 3-year contracts for landscaping and snow plowing from our current vendor Clough. The rates will remain the same for the next 3 years, through 2020.

A motion was made by Chris and seconded by Patrick approve the screening of the deck area for unit 165. All present in favor. Management will contact owner of unit 165 with specifics.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on September 21st 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: 7:40 PM