



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
September 14, 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 AUGUST BOARD MEETING: Helen Skaleris made a motion to accept the August minutes as presented and Chris Connor seconded the motion. All present in favor.

FINANCIALS THROUGH AUGUST:

The balance in the operating account as of August 31st is \$227,573.00. The reserve balances is \$201,952.00. A motion was made by Helen Skaleris to accept the financial report through the month of August and seconded by Chris Connor.

Unit 140 - The owner abandoned the unit. The balance on the account currently is \$1851.21.

The \$25,000.00 down payment for the work on building 3 garage entrance will be taken from the operating account and be charged back against the building 2 & 3 maintenance account.

Any late fees incurred on delayed invoice payments will be reimbursed by the Evergreen-Harvard Group. Chris stated that some billings are still showing overdue amounts.

MAINTENANCE UPDATES:

The dryer vent cleaning has been scheduled and residents will be notified as well as all off-site owners. Connie will hand deliver notices to each unit doors. There will be a 5% Evergreen-Harvard project management fee on this work, per contract.

The board will handle any meetings, phone calls and notices regarding the work on building 3 saving the Association the 5% Evergreen Harvard project management fee. Cobb Hill will be working with Turner Group and the board on this project.

Due to the unbudgeted high costs of unexpected repairs to B3 and the club house, patio repairs are being tabled and are being budgeted for next year.

The dehumidification system for the pool has been approved and we are waiting a date for the installation. The Board will also assume project management duties again saving the Association the 5% Evergreen Harvard project management fee.

Two units need to have new deck boards this year based on property manager recommendations. Management has asked 2 vendors for a quote for repairs, upgrading the deck boards to a maintenance free product. Additional deck repairs will be budgeted for in 2018. Decks will be

evaluated by a vendor in spring 2018 to determine what decks need repair. The neither board or property manager will make this decision but will take vendor recommendations.

OLD BUSINESS:

Management will provide the board with back up information so that a budget can be prepared for 2018.

NEW BUSINESS:

The Board will be working with Bishop Realty over the next 60 days and will be transferring the financial end of the management contract to this company. The current management contract will be adjusted based on removal of financial management piece.

The board has elected to change the deductible on the Master Insurance and will discuss this information at the annual meeting. The policy is currently a \$5,000.00/\$25,000.00 and will be changed over to a \$25,000.00/\$25,000.00 package. There will be large savings to the cost of the Association Master Insurance policy due to this change. A motion was made by Chris Connor to make this change and Helen Skaleris seconded the motion. All in favor. Our Master Insurance company rep Kevin Kehoe will do a memo to all owners on this change.

Connie will be leaving the Evergreen-Harvard Group on September 28, 2017. Leah Borla will begin managing the property on September 25, 2017.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be the annual meeting on October 26th.

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: 7:30 PM