

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

**November 16, 2017**

**6:00PM Oak Bridge Clubhouse**



**In Attendance:** Helen Skaleris, Director  
Patrick Saucier, Director  
Chris Connor, Treasurer  
Leah Borla, Evergreen-Harvard Management, absent  
Inga Bradley, Director

**BOARD MEETING CALLED TO ORDER: 5:40PM**

A warm welcome to new board member Inge Bradley and a sad farewell to board member Patrick Saucier. Thank you Pat for your time and participation on the Board for these past 2 years.

**APPROVE MINUTES OF THE SEPTEMBER BOARD MEETING:**

Motion made by Patrick, seconded by Helen to approve September board minutes, all in favor.

**APPROVE FINANCIALS EOM SEPTEMBER AND OCTOBER:**

The balance in the operating account as of October 31<sup>st</sup> is \$152,811.77. The reserve balances total \$210,804.04. A motion was made by Helen to accept the financial report through the month of October and seconded by Inge. All present in favor.

Delinquencies are up by \$3,860.30 to \$15,628.29. There are 3 units with a large share of this amount, one in foreclosure and two units turned over to legal.

Not all operating and reserve funds were transferred from Evergreen-Harvard bank to Bishop bank. Chris will keep an eye out for these transfers in eon-of-month November reports.

The board voted in late October to pay off the smaller "rot" loan in January 2018, two years early, to save money on interest and help reduce condo fees. The remaining principle on January 1, 2018 is approximately \$50,000. Funds are currently available in the OakB Rockland savings account.

**MAINTENANCE UPDATES:**

A pin hole leak in B3 heat pipe near units 109/110 repaired by Dan of Alliance. It looks like this has been leaking for a bit. Aaric will be asked to repair the damaged wall.

Two decks (units 77 and 179) will be replaced before the winter with compound boards, not pressure treated wood. Though more expensive, these decks will never rot and will never need repairing. There are 10 decks budgeted to be replace with compound boards in 2018. The vendor will evaluate which decks are the 10 worse and in need of replacement.

The portable ashtrays have been emptied and removed for the winter. They are problematic: used as door stops making building unsafe, causes heat to escape in cold winter months, used as trash receptacles where fires start with lit cigarettes, in the way of winter snow shoveling and just plain ugly. Board is considering alternatives for the spring.

The street lights out by B2 dumpster and B1 dumpster side have been schedule with R&T Electric since 10/21. Because of all the weather-related issues throughout NH, R&T has scheduled to repair these street lights on 11/21.

The CH new pool heater was installed and working on 11/14/2017 at a cost of approximately \$8500. Invoices for electrical work have yet to be submitted.

Buildings 2 + 3 above garage stairway heaters need to be on at all times. People in these 2 buildings are shutting off the heat, despite the locked control boxes, thinking they are lowering the heat in the hallways. There are no heaters in B2+B3 hallways. The heaters are only heating the stairways. These heaters keep the corner pipes at the garage-side from freezing in the cold weather. B3 heater was secured. Board will look into B2 stairway heater.

The heat tapes on the water pipes both side of B3 garage need to be addressed. One was chewed through by mice. This will be addressed by our part-time maintenance personnel. 6

Bishop REM is waiting for a software upgrade to their financial management system before owners can have their condo fees automatically each month. In the meantime, owners can use their bank's bill pay option to pay their condo fees on-line.

#### **OLD BUSINESS:**

Bishop Real Estate Management has been controlling our financials for three weeks. Chris was happy to report there were no issues paying our bills on time during this period in November.

The dryer vent cleaning project has 17 units that were missed during the scheduled Oct. timeframe. The make-up day will be December 18<sup>th</sup>. Helen will call and co-ordinate all 17 units to be cleaned. Due to management issues, there will be no additional costs passed along to these missed units.

The B3 construction project was completed this month, except for the pedestrian door. This door is being refabricated and will be in shortly. All openings surrounding this door will be plugged appropriately. There were 8 change orders to the original project scope that were necessary for the support of this building. There are still a few things requiring attention that will be done by our maintenance person or other vendors as weather appropriate. The total cost of this project was: \$132,337.46 (including the pedestrian door). This winter, the board will address how to pay for this project after all B2 + B3 expenses are calculated for 2017.

The windows and bump-out roofs over B2 + B3 garage are leaking. Kevin Provencher has been called to repair all leak issues at these 2 spots during December.

B2 storage area (massive water damage) has been gutted and treated by ServPro. Two foundation leaks were spotted during a rain storm and these have been repaired. Storage area scheduled to be rebuilt in early December.

#### **NEW BUSINESS:**

The Board is looking to hire another part-time maintenance person to make-up the 20-hours a week job.

The Board voted to terminate our property management contract with Evergreen-Harvard Management Group effective December 31, 2017. The Board will self-manage the property through the winter months to save money. When Bishop Real Estate Management, our new financial management company,

becomes acclimated to our property, they will be hired to take over the property management piece. The Board will send out an email on this mid-December.

The Club House Desert Aire system is scheduled to be replaced in December. The approximate cost of this replacement is \$42,000.

The normal snow plowing and winter parking policy will be sent end of month. All motorcycles need to be removed from outside pavement. All vehicles must have a valid Oak Bridge parking sticker if parked in any numbered or "P" ermit spaces. Vehicles need to be moved off property by 9AM the day after each storm when snow depth is plowable (2-3 inches) to allow all snow is removed from lots. The lots will be monitored, fines/towing of offending vehicles will occur without warning and at owner cost.

There is a now visible sink hole developing to the right of the B2/3 dumpster. This has been forming but is now in need of repair. This repair will be scheduled in the spring.

Building 2 + 3 above garage 2<sup>nd</sup> floor windows are leaking as well as the small roofs on the bump-out above the garage doors. This is being addressed in December.

When end-of-year financial reports are complete, the board will discuss how to pay back B2+B3 large expense overages for these two buildings that have occurred during 2017. These expenses have dramatically drained money in our operating account.

**EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:** January 18. 2018

**ADJOURNMENT:** 7:30PM