

***** NOTICE OF OAK BRIDGE ANNUAL MEETING *****

September 25, 2017

Dear Oak Bridge Condominium Homeowner,

In accordance with Article II, Section 4 of the Oak Bridge Condominium By Laws and NH RSA 356-b:37, this shall serve as the only legal and formal notification of the Annual Meeting of the Oak Bridge Condominium Association.

DATE: Thursday October 26, 2017
PLACE: The Church of Christ
141 Fisherville Road (across the street to the right)
Concord, NH 03303
TIME: 6:00-8:00 PM

Your attendance at this meeting is most important so that we may establish enough representation to obtain a quorum and conduct our Annual Association business requirements. If you cannot or do not plan to attend the meeting, please complete the enclosed proxy and return it to a member of the Board, drop it off in the Board drop-off box (#181 located on the right wall) in mail house or mail it to: Oak Bridge Condominium Association, c/o Evergreen Harvard Group, 17 Commerce Drive, Bedford, NH 03110 or drop it off in the Board mail box located on the right wall in the mail house.

Approved 2018 Budget: Enclosed please find the approved 2018 Budget. As you can see, the Board is very happy to announce monthly condo fees will be reduced by \$15 a month; going from \$244 to \$229. Per House Bills 353/1307, the Board must prepare, approve and distribute next year's budget to all owners prior to the Annual Meeting. At the Annual Meeting, owners have the chance to vote to "not approve" the next year's budget. A majority vote to "not approve" means the current 2017 budget stays in place for 2018. This would be detrimental to the Association as many budget line items have changed and needed maintenance plans would be placed on hold for an entire year. In addition, without a QUORUM and MAJORITY vote, condo fees must remain intact at \$244 in 2018.

If you do not plan on attending the Annual Meeting on Oct, 26th, PLEASE FILL OUT YOUR PROXY VOTE as the Board would like to institute the approved budget for 2018, including a decrease in condo fees.

NO QUORUM MEANS NO 2018 BUDGET AND NO REDUCTION IN CONDO FEES!!! WE NEED YOU TO PASS IN YOUR PROXY OR ATTEND THE ANNUAL MEETING!!

If you wish to name someone other than the Board of Directors to hold your proxy and represent you at the meeting, write his/her name and unit number in the space provided. Please do not leave the line blank or it will not be an acceptable proxy. All proxies of non-attending owners must be returned by 5:00PM Monday OCTOBER 23, 2016 if you wish the Board of Directors to hold your proxy. Proxies received after this date will be considered null and void.

Due to legal issues, proxies cannot be brought to the Annual Meeting and used for voting. All proxies must be sent to the Board or property manager as explained above in order to be valid.

PROXY NOTE: All proxies must be specifically numbered per new House bills 353 and 1307 (revisions to NH Condominium Act 356:B, effective Aug. 1, 2016). This means you cannot simply copy your proxy for others to use, you must return the original proxy sent to you in this package.

"IN GOOD STANDING:" In accordance with Article II, Section 7 of the Oak Bridge Condominium By-Laws, to vote at the Annual Meeting, a unit owner must be in "good standing". This means an owner, whether present or named as a proxy, shall have fully paid all fees, assessments, charges, and costs by Monday October 23, 2017. This includes the October condo fee as well as any outstanding balances due on the account. Your balance must be zero by Monday October 23, 2017 to vote at the Annual Meeting or to have your proxy vote count. If you have a question about your account, please call Evergreen Harvard Management's accounting office at (603) 622-7000.

BOARD ELECTIONS: *There are 3 seats up for election on the Board of Directors. The terms of these positions are for 2 years. All candidates run for a "board director" position. The official titles of President, Vice President, Treasurer, and Clerk are determined after new members have been voted in and a meeting is held by the entire Board. Owners running for current Board positions will be announced and introduced at the Annual Meeting.*

If you are interested in becoming a board member, please visit the Oak Bridge website (OakBridgeNH.org) under "News/Board Minutes" and read Board Code of Operation, what a board member does and the board code of ethics before deciding to run for the Board. This is an important and serious commitment.

This information can also be found on the home page of our website OakBridgeNH.

We look forward to seeing you at the meeting. If you have questions, please call at (603) 622-7000 ext. 3290 or e-mail at lborla@evergreenharvardgroup.com.

Sincerely,
Board of Directors

OAK BRIDGE CONDOMINIUM ASSOCIATION
ANNUAL MEETING AGENDA
OCTOBER 26, 2017
Thursday, 6:00 PM

1. Call to Order
2. Introduction of the Board and New Property Manager
3. Certification of a Quorum
4. Recitation of Proof of Notice of Meeting
5. Acceptance of Minutes of the 2016 Annual Meeting
6. 2017 Year in Review
7. Finance Review
8. 2018 Budget "Vote to Not Approve"
9. IRS 70-604 Ruling
10. Introduction of Candidates and Elections
11. Open Session
12. Adjournment



**OAK BRIDGE CONDOMINIUM ASSOCIATION
2016 ANNUAL MEETING MINUTES
Thu, November 10, 2016
6:00 PM (at Church of Christ)**

MEETING CALLED TO ORDER: 6:00 pm - presented by Connie Garland of Harvard Management Solutions Inc.

INTRODUCTION OF THE BOARD OF DIRECTORS

Introduction of the Board of Directors: Stewart Warren – President, Chris Connor – Treasurer, Helen Skaleris – Director, and Patrick Saucier – Director. Connie Garland – Property Manager from Harvard Management. Aaric Adams is the onsite part time employee. Clough Landscaping is the landscaping and snow removal contractor. Dearborn Cleaning is the cleaning company.

Chris Connor noted that any individual unit concerns need to be addressed to the board at another time. Please state your name and unit number when speaking so that Connie can take accurate notes. Please do not have any side conversations so that everyone can hear the question and answer.

PROOF OF NOTICE: In accordance with NH RSA 356-B37 Article 1 of the Condominium Act and The Oak Bridge Condominium Association By-Laws, Harvard Management Solutions Inc. certifies that on October 10, 2016 notification of the 2016 Annual Meeting was mailed via first class mail to all unit owners.

QUORUM: Attendance was taken at the door. A quorum pursuant to section 38 of the NH Condominium Act requires in person or by proxy at least 33.3% or 60 units of those unit owners entitled to vote. Management certified that there were 42 unit owners either present or by proxy that were in good standing. Ballots were given to those owners in good standing at the door when they signed in. Because 33.3% of the ownership was not met the annual meeting will need to be rescheduled within 60 days per the new house bill 353. Management will notify the ownership when and where the meeting will be held.

ANNUAL MEETING MINUTES 2015: Because of the lack of a quorum there will be no vote on the 2015 minutes.

70-604 VOTE – because of the lack of a quorum the vote was not taken.

INSURANCE PRESENTATION – Kevin Kehoe from Phelan Insurance Agency presented maintenance standards and the need to keep all of the systems inside the units in good working order. This not only increases the value of your property it also keeps the master insurance policy cost down. Smoke alarms need to be tested and the batteries changed on a regular basis. If you have not installed a neoprene seal on your toilet this needs to be done. Washing machine hoses need to be braided metal type. Hot water tanks should be checked annually for those owners that live in buildings 1 and 4. When changing the hot water tank an expansion tank and auto shut off (flood master) need to be installed. Dishwashers should be checked on a regular basis in order to prevent leaking. All shut offs inside the units need to be checked and replaced if they are not working properly. Oakbridge currently has a \$25,000.00 deductible per unit for any issues related to water. There is a \$5,000.00 deductible per unit for other claims. Owners need to contact their insurance agent and update their HO6 policies. This would be coverage A that would cover the association's deductible. In addition to the deductible each owner is responsible for their personal items inside the unit. This is a different coverage that you need to speak with your agent. All owners per the by-laws must be insured. If you rent your unit and are in either building 2 or 3 you must provide a CO2 detector. Tubs/showers need to be checked on a

regular basis and caulked so that water does not leak into the unit below. The toilet feed lines and shut offs are also an area of concern. There was a question on dryer vent cleaning and Chris stated that the entire property would be done in 2017.

2016 YEAR IN REVIEW

Helen Skaleris explained the year in review. All of the financial information, minutes and notices are on the Oak Bridge website in addition to this presentation.

Helen Skaleris explained the year in review:

Buildings 2 and 3 converted to an updated intercom system this year. The concrete steps on Building 2 on the garage side of the building were replaced.

The new parking stickers were distributed and an updated policy was made this year. All residents requesting parking stickers must provide a copy of their vehicle registration, pet forms and leases when applicable.

The foundations to building 2 and 3 were repaired this year and seem to be working at this time.

Building 2 – garage card reader was replaced and new cards will be distributed once management receives them from Overhead Door.

Clubhouse – A new hot tub bromine chemical feeder was installed. The pool filtering system was repaired and a new pool heater installed. The boiler for the clubhouse was repaired and the building water main line was repaired. The clubhouse now has additional and updated surveillance systems.

Building 1 will have a walkway re-paved in November of this year. Crack filling and pot holes are reviewed each year. Lining and numbering of the lot is completed every 3 years. Building 4 by the dumpster area required a large paving repair. The entry also was repaired this year. Sam Cooper was contracted for this work.

Ventilation – 1 tier in building 2 and building 4 was reviewed and completed this year. The wind turbines were replaced on building 2.

Building 4 – both stairwells were re-carpeted this year. Additional carpet work will be done in 2017.

Air Fresheners & Lights – eco-friendly fresheners requiring no batteries were installed this year and LED light bulbs are now being used in the common areas.

Building 1 and 4 – the locks were replaced and residents were given new keys.

The property has FHA approval until March 2018

Buildings 2 and 3 boilers – Approximately \$10,000.00 was spent on boilers repairs and hot water tanks. There will be a new boiler reserve account created in 2017.

Buildings 2 and 3 had the posts painted this this. This will extend the life of the posts for several years.

Decks will be reviewed in the spring/summer of 2017.

The 2017 budget was reviewed and will be on the Oak Bridge website. Chris explained that it is the responsibility of the board to take care of the physical property. No financial decisions are made without a thorough investigation. It is the board's responsibility to prioritize issues at the property. Condo fees have increased due to rot construction loan approval, reserve contributions and operating expenses. Total condo

fees in 2017 for B1 and B4 will be \$276 per month per unit. Total condo fees for B2 and B3 will be \$350 per month per unit. Please refer to approved budget on the website for complete breakdown of 2017 condo fees.

The balance in the operating account at this time is \$120,136. The reserve account balance is \$131,506. The details on what was spent from the reserve will be on the Oakbridge website. There are \$30,598.00 in delinquencies at this time. There is one major unit that has been foreclosed on. The new laws prohibit the association to collect on any fees over 6 months.

MANAGERS REPORT:

Connie Garland presented the changes with the new house bill 353 that became effective on August 1, 2016. Your board develops the current budget each year with the interest of all residents at the property. The house bill change effects this process in that the association does have a final say on whether or not the budget passes each year. In order for the budget to be rejected 66 2/3% of the association must vote against the current budget. Because we do not have a quorum tonight the vote will not be taken.

House Bill 353 also stipulate if there is no quorum at the annual meeting another meeting will be required within 60 days. Management will notify the owners of the date and location of the next annual meeting. If you are unable to attend we urge you to send in your proxy when you receive it.

Board meetings will be open. If you have an issue you wish to discuss with the board or if you wish to come to the meeting please contact management prior to the meeting. After the open session the board will conduct their monthly business. Once the board meeting begins there will be no participation permitted if you choose to stay for the business meeting. Executive meetings consist of the following items – impending litigation, contract discussion, and any discussion with regard to an association employee.

The format on the proxies has also changed. You must designate someone specifically to represent you.

The agenda will be posted on the Oakbridge website 10 days prior to the meeting. The next meeting will not be until January.

There is a potential change that the board may present to the ownership in the near future with regard to collection of working capital for individuals upon sale and foreclosures. There will be more information forthcoming.

BOARD ELECTIONS: There are 3 seats open. Due to the lack of quorum there will be no vote. Anyone wishing to be on the board may speak with management or any of the board members.

OPEN DISCUSSION:

Library use – residents may use the library for gathering for book groups or other activities.

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

ADJOURNMENT: 8:05pm

Respectfully Submitted

Connie Garland – Property Manager
Harvard Management Solutions Inc.

OAK BRIDGE CONDO ASSOCIATION - 2018
BOARD OF DIRECTOR'S CANDIDATE NOMINATION FORM

The following information is required to place your name on the ballot for election to the Oak Bridge Board of Directors, starting Jan. 1, 2018.

Name: _____

Unit #: _____

Experience:

Objectives:

Becoming a member of the Board of Director's is a major responsibility and requires a firm commitment. Please do not volunteer unless you are willing and able to make this type of commitment to your Association. Information on Board responsibilities can be found

Signature

Date

Print Name _____

[Please read if thinking of running for the Board:
<http://www.oakbridgenh.org/OBnews.htm> --- "What a Board Member Does"]

PLEASE MAIL OR FAX THIS FORM -- BY 5PM MONDAY, NOVEMBER 7, 2016
Oak Bridge Condo Association
c/o Evergreen Harvard Group
17 Commerce Drive, Bedford NH 03110

**OAK BRIDGE CONDOMINIUM ASSOCIATION
ANNUAL MEETING PROXY
October 26, 2017**

KNOWN ALL MEN BY THESE PRESENTS that I/WE, _____
_____ owner(s) of Unit _____ at Oak
Bridge Condominium, City of Concord, County of Merrimack, State of New
Hampshire, do hereby nominate and appoint: the Board of Directors of the Unit
Owners Association, or _____, as my/our lawful proxy,
to attend and represent me/us at the meeting of the Unit Owners Association
scheduled for October 26, 2017, 6:00 PM at the Church of Christ located on 141
Fisherville Road, Concord, NH, to cast a vote in my/our stead on any resolution,
proposition, question or other matter which may come before the meeting upon which
I/we would be entitled to vote.

This proxy shall be void if the person conducting the meeting receives actual
notice of its revocation in writing prior to the beginning of the meeting. Your proxy
will be returned to you should you attend the meeting.

IN WITNESS WHEREOF, I have executed this proxy on the _____ day of
_____, 2017.

Witness

Date

Unit Owner Signature

Date

APPROVED		2017	2017	2018	2018	Notes
Oak Bridge Budget - 2018		Actuals Projected	Budget	Approved Budget	Inc/ Dcr	2017 Actuals ==> Jan-Aug actuals, Sep-Dec estimates
Income						
3010	Condo Fees	527,040.00	527,040.00	494,640.00	D	\$229.00 condo fee - decrease of \$11.00 rot loan pay off + \$4 master ins policy
3011	Buildings 2 & 3 Addl Fee	106,560.00	106,560.00	106,560.00		\$74 add'l 2 & 3 (incl. heat/hot water, elevators, all garage expenses)
3110	Construction Assessment	69,120.00	69,120.00	69,120.00		\$32/unit for 12-year construct loan (roof, ventilation, siding, painting)
	Total Income	702,720.00	702,720.00	670,320.00		NOTE --> condo fees decreased by \$15/month for 2018!!!
						180.00 <== yearly savings per unit in condo fees
Reserve Expenses						
7720	Pacific Premier Bank Capital Reserve	52,704.00	52,704.00	49,464.00	D	\$4194/month - 10% of condo fees required for FHA approval
7745	Add'l Reserve Funding - Rockland Const. Loan	80,460.00	80,460.00	80,460.00		\$32/unit for 12-yr 2014 construct loan (roof, ventilation, siding, painting)
7750	Add'l Reserve Funding - Rockland Rot Loan	24,600.00	24,600.00	0.00	D	rot loan will be paid off Dec 2017 - 1 yr early
	Total Reserve Expenses	157,764.00	157,764.00	129,924.00		
Operating - Expenses						
4020	Accounting - CPA	2,000.00	2,000.00	2,000.00		CPA yearly review & taxes
4050	Administrative	2,728.12	6,000.00	4,000.00	D	payment books, copies, postage
5935	Carpet Cleaning	5,400.00	6,000.00	6,000.00		bi-yearly common area carpet cleaning
	Carpet Replacement			11,040.00		building stairway carpets
6135	Common Area Housekeeping	15,014.00	21,000.00	22,520.80	I	Titan Cleaning + dumpsters (anticipated 2% inc in Aug)
7220	Clubhouse	5,720.57	8,000.00	6,000.00	D	supplies + maintenance
7220	Clubhouse	42,051.00				HVAC replacement out of reserves
5585	Contingency		826.00	460.41		rainy day fund - flowers
	Deck Repairs			16,000.00	N	using pvc compound not wood
5050	Electricity	52,613.20	60,000.00	55,000.00	D	Unitil
6200	Elevator	6,439.59	10,000.00	8,000.00	D	service, inspections + repairs
	Financial Management			23,760.00		mgmt of all Assn.financials
6030	Fire System/Alarm	8,001.36	3,500.00	5,000.00	I	service, inspections, fire extinguishes + repairs
5060	Heating - Additonal	44,068.53	60,000.00	50,000.00	D	B2 + B3 gas heat
5055	Heating (Gas) - Clubhouse	13,469.50	12,000.00	13,500.00	I	Club House heat - hot water "on demand"
4610	Insurance	67,239.00	65,000.00	58,000.00	D	2017-18 new policy + workers comp. + board ins
6710	Irrigation System	1,600.00	7,100.00	7,100.00		split sewer from irrigation, City of Concord rental charge, minor repairs
6825	Landscaping	19,999.98	20,000.00	20,000.00		Clough Landscaping contract - incl mulch + grass treatment (locked for 3 yrs)
6820	Landscaping - Other		3,000.00	2,000.00		
4190	Legal	2,670.23	3,000.00	3,000.00		delinquents under control
5510	Maintenance (general)	25,503.48	20,000.00	20,000.00		on-site maintenance - 2017 incl: \$10,141 for B2 steps & \$2025 roof repairs
5515	Maintenance - Buildings 2 + 3	31,051.05	30,000.00	30,000.00		plumbing & heating; garage, garage ventilation system

5515	Building 3 Garage Construction	93,000.00			I	garage structural support beam + side entrance repairs
4240	Management Fees	36,086.16	40,200.00	31,594.79	I	1.06% CPI increase, property mgmt only
5580	On-Site Maintenance	17,091.45	18,720.00	19,760.00	I	part-time maintenance + employer workman's comp
	Patio Repairs			6,200.00	I	
6505	Pest Control	2,160.00	2,160.00	2,160.00		on-demand contract
6205	Pool Maintenance	7,687.71	6,000.00	6,000.00		chemicals, supplies + maintenance of equipment (pool + spa heaters)
5735	Reserve Analysis		3,500.00	3,500.00		postponed until 2018
6925	Snow Removal	21,000.00	21,000.00	21,000.00		Clough Landscaping - contracted amount - locked in for 3 yrs
6940	Snow Removal Extras	390.00	5,000.00	3,000.00	D	includes ice dam removal
5418	Telephone - B2 & B3 - Earthlink	2,973.96	4,200.00	3,500.00	D	emergency phones in elevators
5419	Telephone - Intercoms - Fairpoint	1,728.00		1,800.00	I	budget split out phones
7010	Trash Removal	5,456.00	5,500.00	5,500.00		City of Concord contract \$451.50/month
6885	Tree Trim and Removal		5,000.00	3,000.00	D	warm weather tree maintenance
5480	Water & Sewer	68,058.33	70,000.00	70,000.00		

	<u>2017 Actuals</u>	<u>2017 Budget</u>	<u>2018 Budget</u>
Total Operating Expenses	601,201.22	518,706.00	540,396.00
Total Expenses	758,965.22		670,320.00
Total Income	702,720.00		670,320.00
Net Income	-56,245.22		0.00

Building Breakdown - Major Expenses		Actuals-2017
B1	water & sewer	15,145.84
	electric	4,761.84
	B1 Total	19,907.68
B2	heat	20,173.68
	water + sewer	16,895.15
	electric	13,549.75
	B2 Total	50,618.58
B3	heat	22,394.85
	water + sewer	25,894.32
	electric	12,577.99
	B3 Total	60,867.16
B4	water & sewer	8,866.42
	electric	6,867.71
	B4 Total	15,734.13
CH	heat	13,469.50
	water & sewer	1,256.60
	electric	10,855.91
	CH Total	25,582.01

Jan-Aug actuals, Sep-Dec estimates

account 5060

account 5060

		2018 Budget
B2 + B3 elevator, maintenance, telephone plumbing & heating; garage ventilation	40,464.60	41,500.00
B2 + B3 Total Heat	42,568.53	50,000.00
B2+B3 Total Expenses	83,125.13	91,500.00
B2+B3 2016 Expenses - per unit	57.73	63.54

accounts 6200 + 5515 + 5418

account 5060

Note - 2017: unspent \$\$ from B2/3 expenses will go toward B3 construction cost

Note - 2016: \$28,000 unspent expenses went toward B3 construction costs

Condo fee decreased by \$15/month

(for 2018)

2018 Dues*		Monthly Dues Breakdown	
B1 + B4 dues	\$ 265.00	D	\$229 dues + \$32 Rockland Loan
B2 + B3 dues	\$ 339.00	D	\$229 dues + \$32 Rockland Loan + \$74 heat/hot water/garage/elevator*

*this will change each year based on previous year's actuals