

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

May 16, 2018

3:00PM Oak Bridge Clubhouse



In Attendance: Helen Skaleris, Director
Inge Bradley, Director
Ginger Morse, Director
Chris Connor, Clerk/Treasurer

BOARD MEETING CALLED TO ORDER: 3:00PM

APPROVE MINUTES OF THE APRIL BOARD MEETING:

Motion made by Ginger, seconded by Inge to approve April board minutes, all present in favor.

FINANCIALS:

The balance in the operating account as of EOM April 2018 was \$100,293.28. The reserve balances total \$186,359.52. A motion was made by Helen to accept the financial report for the month of April and seconded by Chris, all present in favor.

Delinquencies are at \$12,394.48. We have uncollectable condo fees of \$3,249.93 to be written off the books.

MAINTENANCE UPDATES:

Building B2+B3 garage sprinkler system had repairs made by Hampshire Fire for \$725. Repairs were identified during periodic inspections. B3 above garage door was fixed on 5/1; new hinges and mechanisms were replaced. All building backflow repairs, indicated on city test results, were completed on May 17 and 18. B4 entrance door locks were replaced and new building keys given to all owners.

Granite State Heating and Plumbing does not work on irrigation systems and will not put appropriate hardware on irrigation pipes for City sewer by-pass gauges to be installed. We will ask our landscape company if they can provide these services.

The B2 breaker tripping issue was identified and repaired by R&T Electric. Part of the solution was to install a separate breaker box for all the attic fans and lights attached to the hallway outlet.

B4 sewer pipe clogged again on 5/4/2018. This was an expensive issue as a Septic vendor, Roto Rooter and a mitigation company all had to be called.

The water tanks in units 151 (5/5/2018) and 174 (5/7/2018) in B4 let go due to age. Fortunately, there was minimal damage in the common area. Because unit owners are not doing their due diligence in replacing older hot water tanks, the board voted to have all hot water tank in B1 and B4 inspected by a licensed plumber this summer. All hot water tanks must also have an emergency "flood master" water shut off installed.

OLD BUSINESS:

Chris purchased and installed 3 new CO detectors in B2, B3 and CH boiler rooms and turned on the garage fans.

Inge found a vendor who removed our old exercise equipment at no cost in late April. A new treadmill, elliptical, stand-up bike and recumbent bike were purchased and installed. The 2 new bike adapters were missing and are now on back-order. We need to move the couch to the TV room to make room for a new rowing machine. Four-year light commercial warranties were purchased for the treadmill and elliptical. The warranties for the 2 bikes were more expensive than the bikes themselves and were not purchased.

Chris went to legal/CPA board conference on 5/5/2018 and brought back tons of materials for the board.

The FHA recertification paperwork was rejected again. We had to ask Bishop REM to increase their liability insurance to cover the amount of money in our bank accounts. Chris will refile the FHA paperwork.

NEW BUSINESS:

The board is looking into deck privacy screens and is working with unit 177 to standardize on a type and color of screen. We do not want all types and colors of privacy screens installed on limited common area decks which will detract from the consistent look and feel of the property.

We will be changing our master key and installing new entrance door locks in B2. All B2 residents will receive 2 new entrance door keys prior to the locks being changed. Additional B2 door keys can be purchased from the board.

Common area carpet cleaning is scheduled for June 21 + 22. Board will email residents to remove all hallway door mats to help speed the carpet cleaning process. Residents may call the vendor directly to have unit carpets cleaned at owner expense.

All large decks were evaluated as to condition. The top 12 worse decks will be repaired this spring. The Board has decided to use Trex flooring as a "one and done". Once deck flooring is replaced by Trex composite material, it will never have to be done again. Additional deck repairs will be budgeted for next year.

Once decks are done, the cement patios on the front side of B3 along with the cement B3 entrance walkway will be addressed. Additional patio repairs will be budgeted for next year.

The board voted again to keep the \$25k water insurance per incident and \$5k all other incidence insurance deductible for unit owners. This overrides what is indicated on the master insurance policy. Owners are REQUIRED to have insurance on their units.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

June 21 at 6PM – closed to public

ADJOURNMENT: 5:00PM