

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

July 19, 2018

5:30PM Oak Bridge Clubhouse



In Attendance: Helen Skaleris, Director
Ginger Morse, Director
Chris Connor, Clerk/Treasurer
Shelley Gullett, Bishop REM
Alley Britko, Absent

BOARD MEETING CALLED TO ORDER: 5:30PM

APPROVE MINUTES OF THE JUNE BOARD MEETING:

Motion made by Helen, seconded by Ginger to approve June board minutes, all present in favor.

APPROVE FINANCIALS EOM JUNE:

The balance in the operating account as of EOM June 2018 was \$110,007.79. The reserve balances total \$165,318.06. A motion was made by Helen to accept the financial report for the month of June and seconded by Chris, all present in favor.

Delinquencies are at an all-time low of \$6,063.10 with only \$5,326.35 over 90 days overdue. Thank you Bishop REM for being pro-active on collections.

It was discussed to leave the payment from the decks/patios to remain coming from the reserve account and if there is a surplus left over in operations at the end of the year to transfer to the funds to the reserve account.

MAINTENANCE UPDATES:

- Otis supposedly fixed the laundry list of elevator repair items that was emailed to them. It was asked if Chris could contact the person from Stanley Elevator to come and confirm if all issues were indeed fixed.
- Overhead Doors fixed the issues with the garage doors in B2 & B3. The rust that was originally thought to be coming from the garage door rubbing, turned out to be a water leak from the bump out in the building and the proof was clear on the siding where rust stains were noted. The water leak issues will be put on the laundry list for Harold Robins.
- ProTech has been called to fix B2 buzzer display, it was also asked if they would check B3 as well.
- Unit 80 gutter repair, this is a corner unit and the gutters are either full or are in need of repair. During a recent rain storm, there was a wall of water spilling onto the slider and which could in a potential of rot. Chris will talk to Harold Robbins to see if he can address this issue.
- Unutil, requires access to the actual electrical meters in the buildings in order to turn on or off service to units. It was voted that they be given a master key for their lock box in order to be able to do the necessary turn on and off's of actual meters. It was also brought up the FedEx and UPS desired keys to the building for deliveries. Chris informed them that they could use the buzzers on the buildings to access the units. FedEx broke off one of their keys in a building lock

and did not report it to the Association which had to be fixed. It was unanimously voted to not allow master keys for FedEx and UPS, they need to utilize the buzzers.

OLD BUSINESS:

- Bishop is working on contacting K. Clough to get the irrigation system going. An opportunity arose to actually speak to 2 of the workers that day and they were informed of the displeasure that the irrigation systems is not operational yet. They were also told of several issues with the landscaping that were supposed to be taken care of and have yet not been done. Chris asked them to please pass the message on to Kevin of the board's displeasure.
- Bishop also found company to quote on for pest control. The Bow vendor was unanimously approved and board voted on to sign a contract. The Bow company recommended the complex be sprayed quarterly, which will include insects, rodents and wasps. Cost almost identical to current pest control contract. Bishop will send a contract cancellation letter to our current 10-year-old pest control company.
- 2017 Financial audit – Bishop to get quotes from at 3 firms for this.
- The Reserve Study – Bishop to contact the Team engineering to set a time to for them to come to the complex. Also, Bishop to provide the updated list of repairs and/or maintenance since the last study. Thank you to Chris for her hours of research, updating what has been done since the last study.
- 8 Patios in front of B3, walkway cement repair and hole in B3 steps were nicely done
- B2 new door locks and master keys done, Goffstown Lock touched every door and made some recommendation that the door entrances in the garages to the elevators be replaced as there are issues with the hinges. These doors are not of commercial grade and this is why there are issues with them.
- Titan Cleaning Services requested an increase in their fees, Chris to talk to and see if they will lock the new rate in for 2 – 3 years. During the walk through with Bishop, it was noted that there are areas that need addressing with the cleaning, such as cobwebs, and light fixtures in common areas.

NEW BUSINESS:

- Inge resigned from the board
- Granite State Heating & plumbing request a lock box. Bishop to contact Alliance Plumbing to get the lock box code so a master key can be put in there for Granite State.
- It was determined that all emails to the board are now to be sent to Bishop, with the exception of older issues that Helen or Chris were handling.
- Annual Meeting + Budget needs to be started in August. Letters to be sent the 3rd week of September to owners as notice of annual meeting in October.
- NH Blacktop quote on 2019 work for seal coating, crack sealing, re-lining/numbering was the same as the last time so it was voted to move forward. We will see if the overall seal coating will fit within the 2019 budget.
- New employee hired to close pool area each night. He is working out wonderfully. Chris to continue taking care of the pool/HT chemicals.
- Update to the R&R with regards to gas cans and charcoal grill on the 1st floor patios will be postponed to the next meeting.
- Carpet need to be replaced to B1, B2 & B3. Bishop and Chris will work on quotes.

- Helen to send email to vendor “I Know a Guy” about hot water heater inspections in buildings 1 and 4. They are to start in August/September time frame.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

August 23 at 5:30

ADJOURNMENT: 7:40PM