

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
September 20, 2018  
11:00AM Oak Bridge Clubhouse**



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

**BOARD MEETING CALLED TO ORDER: 11:05AM**

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

Motion made by Chris, seconded by Helen to approve August board minutes, all present in favor.

**APPROVE FINANCIALS EOM JUNE:**

The balance in the operating account as of EOM August 2018 was \$163,589.82. The reserve balances total \$169,584.95. A motion was made by Helen to accept the financial report for the month of August and seconded by Ginger, all present in favor.

Concerns about reaching the max of \$250,000.00 per FDIC limit. Starting Jan 2019, Bishop REM will start a new account with a new bank, this will be set up as a reserve account for the boiler replacement that will need to happen within the next 10 years.

Delinquencies are at an all-time low of \$4,981.58. Thank you, Bishop REM, for being pro-active on collections. Ally brought up that this number is even a bit lower as some owners have caught up on delinquent condo fees.

Update on 2017 financial audit review – Bishop REM has a list of items requested by the accountant, and is almost complete to send to accountant. Bishop REM will follow up on progress and find what else accountant needs to complete.

**MAINTENANCE UPDATES:**

- B3 leak, no water leaks reported this week. Cause of leak was a downspout that was plugged and the top window was leaking. Repairs all now complete.
- B3 Garage – Bishop REM to hound Overhead door to find status on the board that went bad and find out when repair will be complete.
- Unit 39/50 leak – Board has done its due diligence in trying to resolve the issue. It is now the responsibility of the owners to resolve. Bishop REM to send email to owners of these two units.

**OLD BUSINESS:**

- B1/4 Water tank Inspections, currently 7 units that need inspection: Units 25, 20, 162, 163, 164, 165 & 179. Bishop REM will call/email and insist on response by 9/28/18 as to when they

will schedule their inspection and/or replacement. If we get no response, a fine \$25.00 per week will be assessed, with the exception of Unit 25 as this unit was recently sold.

- B4 – 1<sup>st</sup> floor hallway hole repaired, Aaric will be completing the work, matching the opposite wall.
- Reserve Study – Met with Team Engineering at 9AM - they will be doing two separate reports for Bldg 2-3 and Bldg 1-4, this will be for structuring the financials as a means to separate the boilers. Chris has action items to pass on to Team Engineering, it will most likely be done in November.
- Landscaping – Irrigation system shut off on 9/14/18. There are about 7 trees that are dead and need to be cut down, there will be additional charges for this work as it is not part of the normal contract. There are a couple trees that K. Clough is not equipped to handle, so a tree removal company will be called in. It was discussed that a tree from the Irving has fallen and is a safety issue, so Bishop REM will contact to see if they/Irine will assist with the cost of removal. There is a rotted tree in the picnic area that needs to be removed, it was noted that it has been budgeted for this extra work.
- Annual Meeting Package – it is ready for distribution. Bishop REM will have ready for mailing on 9/24/18.

#### **NEW BUSINESS:**

- Hot Tub – dead, the main control panel dead, was a modified by the manufacturer, so a normal panel cannot be used in its place. L&R Pools will email Chris the model number of the unit. Once Chris has this information, Bishop Rem will reach out to manufacturer to see about getting another modified board. If another modified board cannot be obtained, it will mean a whole new hot tub. The push will be to get another modified board.
- Changes to various Rules and Regulations was discussed and approved by the Board. These changes will be sent to all owners in October.
- New “Reasonable Accommodation Policy” per Attorney Bisson has been placed on the website per HUD requirements.
- Process to handle after-hour emergency calls will now be forwarded to Shelley at Bishop REM instead of Chris. If there is something urgent, then Shelley will call Chris.

#### **EXECUTIVE SESSION:**

#### **DATE FOR NEXT BOARD MEETING:**

Annual Meeting Tuesday, October 23 – 6:00-8:00 PM to be held at Church of Christ.

**ADJOURNMENT: 1:05PM**