



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

November 15, 2018

2:00pm Oak Bridge Clubhouse

In Attendance: Helen Skaleris, Director
Chris Connor, Clerk/Treasurer
Ewa Martel, Director
Ally Britko, Bishop REM

BOARD MEETING CALLED TO ORDER: 2:02pm

Welcome Ewa as a new board member!!

APPROVE MINUTES OF THE SEPTEMBER BOARD MEETING:

It is documented the minutes of the September meeting have been approved online through email.

APPROVE FINANCIALS EOM OCTOBER:

The balance in the operating account as of EOM October 2018 was \$163,715.19. The reserve balances total \$171,260.14. A motion was made by Helen to accept the financial report for the month of October and seconded by Ewa. All present in favor. It is documented the September financials were approved by the board on-line through email.

Concerns about extra principle only payments made to Rockland Trust was noted by Chris. Ally, Bishop REM, will sort out the confusion to be sure payment is made appropriately.

Delinquencies are holding at \$7,570.58.

Update on 2017 financial audit review – Bishop REM has requested the review from the accountant several times. Looking for a new accountant to do our review for 2018 is in order.

MAINTENANCE UPDATES:

- B3 garage ceiling insulation + repairs are scheduled for January 2019.
- B2+B3 above garage windows + misc. repairs are complete.
- Backflow repair issue – Repairs will be done in the spring time before the next city testing.
- Hot tub vs. sauna - the vote remains at about 50/50; Board is looking into perhaps installing both. The current hot tub cannot be repaired.
- B2 buzzer was replaced; the technician mentioned that the sun and heat could have created temporary display failure. Will monitor the new buzzer this coming season.
- Stanley Elevator - It was moved by Chris and seconded by Ewa that Oak Bridge sign a new contract for PM and overall maintenance with Stanley Elevator. We have been unsatisfied with Otis for many years but had to wait until current contract expired on 1/1/2019. Stanley will be giving us better service and are less expensive than Otis.
- B2 Elevator Out of Order - repairs were made by Otis, twice, to get B2 elevator working again.
- B4 3rd floor noise from dryer vent fan. R&T Electric will be called to address this.

- R&T Electric also called to repair 2 street lights and club house ceiling light ballast.
- B2 septic pipe leak by garage spaces 84/56: Pipe replacement will require ordering new parts. Repairs to be done by Granite State Plumbing and Heating.
- Above unit 80 possible roof leak - Roofing contractor came and found no indication of a leak in the roof. Suggested that the flashing may need to be replaced. A time for the repairs will be made when it is not raining. Further repair may need to be done after findings.

OLD BUSINESS:

- B1/4 water tank inspection update – We are waiting for update from Mike on Unit 162 and 165 as these two tanks still need inspections.
- Update on Bylaw change - We need a change in the Bylaws stating any new owner pay 2 months of condo fees into reserves and a contribution. Attorney Bisson said we can do this but need to have signed votes by the named deed owner of each unit. Finding exact deed titling and information send out will be a winter project. Only NEW buyers will be affected with this change.
- Walking the property – The board voiced concerns about actual on-site property management and walking the property. Changes to this will be forthcoming where someone from Bishop will be scheduled to be on the Oak Bridge property weekly.

NEW BUSINESS:

- B2+B3 stairway carpet replacement will be completed by Concord Carpet. There are quotes coming soon; each stairway is different therefore those stairways that need most attention followed by what is quoted and what is budgeted will be completed this winter.
- 2018-2019 snow plowing process - Chris is rewording and will send out to owners
- New towing company needed - A new towing company is needed that can tow 24/7 and that actually comes to tow. A call has been made to MJ's towing in Boscawen. Waiting to get further information.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

Open Resident Meeting January 17, 2019 – 5:30-6:00pm Clubhouse.

ADJOURNMENT: 3:30pm