



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

**March 25, 2019**

**10:00am Oak Bridge Clubhouse**

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

**BOARD MEETING CALLED TO ORDER:** 10am

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

Motion was made by Helen and seconded by Ewa to approve the meeting minutes as written from the February board meeting.

**APPROVE FINANCIALS EOM FEBRUARY:**

The balance in the operating account as of EOM February 2019 was \$156,813.47. The reserve balances total \$186,581.315. A motion was made by Chris to accept the financial report for the month of February and seconded by Helen, all present in favor.

Delinquencies are up to \$9,494.00. The bulk of this amount are from 3 units; 1 in foreclosure and 2 in bankruptcy.

The January Rockland Loan overpayment was reversed and reimbursed back to Oak Bridge in February.

To-date, building 2 + 3 maintenance costs already are \$11,650.84, mostly due to boiler repairs.

**MAINTENANCE UPDATES:**

Building 2 stairway carpet replacement complete. B2 and B3 front entryways wallpaper was removed and entryways painted. Building 3 stairway carpet in process and should be finished before end of the month.

We are investigating replacement of handrails in buildings. We have 2 quotes. We will look at possibly doing a building a year when we discuss priorities and next year's budget.

The few small issues with both elevators have been fixed and elevators have now passed yearly State inspection. Stanley Elevator will follow up with State paperwork so inspection certificates can be sent by the State.

Two days after the club house HVAC system PM, the fan belt became loose. Granite State Plumbing and Heating was called to make this emergency fix, at their cost, to prevent any damage to the new system.

The new pool area camera was installed, replacing one that no longer worked.

The replacement of our hot tub is going along smoothly. The old hot tub was removed. The new commercial hot tub was ordered along with all required equipment. Our vendor is working closely with the State Pool and Spa inspector to make sure we are following all State requirements so inspection and approval of the new hot tub will happen without incident.

Repairs to B4 first floor hallway are complete. B4 Irvine side stairway rails were repaired and repainted. B2 first floor ceiling was repaired and looks great.

The ugly dumpster surrounds are falling apart and getting very difficult to repair. They need to be replaced as they may not last one more winter. Ally will call local fencing vendors for quotes to remove and replace the 4 surrounds; 3 dumpster and 1 electrical at B3. We will replace with privacy fencing, same size as current surrounds, matching complex color scheme.

We are having continued problems with some building entrance doors not closing properly. This is mainly due to heavy use and the improper type of door closing arm hinges, which are not commercial grade. Chris will work with our door vendors to get quotes and repair before next winter. Commercial door closing arm hinges are expensive as we experienced replacing one in B4.

Building 3 buzzer scheduled to be repaired on 3/27. Buzzer system consists of 3 separate section with 3 separate vendors needing to be called and we are at the mercy of their schedules.

The leaky stairway window in B2 facing B1 was fixed. There was a lot of rot and repairs that had to be done.

The HVAC system piping going to the second floor behind the club house was boxed into prevent damage from the elements. The wiring, enclosed in rubber tubing, has been weathered through the years exposing the internal wiring.

### **OLD BUSINESS:**

Certification for Reasonable Accommodation new form was approved by the board a few month ago was sent to legal for review. Ally will follow up with legal for status.

New tenant/owner welcome letter/packet update is in progress. First draft done by Ally. Chris will enhance based on what board decided to include.

### **NEW BUSINESS:**

Doggie DNA announcement email and forms all set to go out to all owners and residents. Dog registration will occur first two weeks in April. Implementation date is May 15<sup>th</sup>. Ally will work with landscape company to make sure spring clean-up happens just before May 15<sup>th</sup>. Helen is overseeing the dog registration process.

The board voted to add the following clarification statement to the parking rules:

“All vehicles parked on property must fit in one parking space, without parking on landscape, and must not stick out into the drive lane, fire lane or into any adjoining parking spot.”

### **EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:**

April 18, 2019 OPEN resident meeting **5:30-6:00pm**; board meeting at 6:00pm.

**ADJOURNMENT:** 11:16am