

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

April 18, 2019

5:30PM Oak Bridge Clubhouse



In attendance: Chris Connor – Clerk/Treasurer
Helen Skaleris – Director
Ewa Martel – Director, absent
Shelley Gullett – Bishop REM

RESIDENT SECTION of BOARD MEETING CALLED TO ORDER: at 5:30PM

APPROVE MINUTES OF MARCH BOARD MEETING:

A motion was made by Chris and seconded by Helen to approve the meeting minutes as written from the March board meeting.

APPROVE FINANCIALS EOM MARCH:

The balance in the operating account as of EOM March 2019 was \$168,370.56. The reserve balances total \$180,339.48. A motion was made by Chris to accept the financial report of March and seconded by Helen.

Delinquencies are down from last month, totaling \$5,160.00. Kudo's given to Bishop REM for working to get delinquencies down.

MAINTENANCE UPDATES:

Aaric has been busy with the inside of buildings, doing repairs and painting. He has painted the big window and done some repair work in stairwells. Now he is working on the hand railings, crack filling in missing pieces, once dry they will be sanded and painted. Next, he will be working on fire doors and after that Unit doors. There was a question on what color to paint the unit doors. It was decided that "white" would be the best to match any new color schemes.

B3 buzzer, a kink was found in a wire, company came twice to fix the issues. Should have no additional issues.

B3 elevator issues - it was found that there was a loose connection in one of the wires and has been fixed.

B2 buzzer door lock was definitely broken. Goffstown Lock replaced with a new lock.

B2 + B3 above garage doors leading to the lawn areas have been made usable for the warm weather.

This issue brought up an issue with the keys, some of the older duplicate keys do not work as well as the keys with the square head. Chris will request that only keys with a square head be supplied from Goffstown Lock and Key in the future.

City back flow testing - no reports of the testing have been received yet. A follow up email will be sent by Chris.

Aaric found 2 leaks in B3 boiler room. One was after the city backflow testing and the second was after Superior Fire PM on the garage sprinkler systems. Superior Fire to return to fix sprinkler system leak. GSPH will be called to fix backflow leak when we receive the backflow reports from the city so all backflow issues can be repaired with one visit.

OLD BUSINESS:

Hot tub update – Bishop sent the deposit check for the hot tub surround. We are waiting on the quote from R&T Electric for electrical work required by the State. All electrical connections have to be “UL Certified” as pool area is classified a “corrosive environment” area. The City of Concord will require inspections of all phases of the project, while the Pool & Spa inspector will only require one inspection. The cost of the installation of the hot tub is \$20,057.00 to-date, however this amount will increase depending on the cost of the various permits and the electrical quote.

Doggie DNA - All units except 3 have complied with the DNA testing. Bishop REM to send the owner of units an email to find the status of the tenant’s complying. There was discussion about the signage that is available to purchase (\$35.00 per sign). It was voted to order 2 signs, one to be at the Club House and the other at the Mail Hut.

Dumpster surrounds update - Ally from Bishop REM is meeting with 2 vendors on April 22, she had a long conversation with Aaric as to dimensions. It is the requested to make the surrounds closer to the dumpsters to help with trash being thrown on the ground.

Oak Bridge welcome package, Chris stated she has not had the opportunity to look at the letter written by Ally of Bishop REM, and requested this be put on hold for the time being, but it will be put back on the agenda to accomplish.

B2 stairwell carpet - It was noticed that a portion was not replaced where there is a large stain as requested and charged. Chris spoke to the installer and they apologized, they kept a sample of the wrong carpet. Being that they have already been paid, the portion of B2 will get replaced next year at no cost to the association. When Best Qualified is contacted to clean the carpets, this spot will be pointed out with the hopes they can get the stain out.

NEW BUSINESS:

The Spring Notice is ready to be sent to the residents and it will cover items such as Decks, Hot Tub, Carpet Cleaning, the Black Top project, Deck/Patio repairs, Flower planting, bicycle riding and other items that residents need to be made aware of.

May pavement project will commence May 20-24, 2019. Per Chris, the first 2 days of the project will be the most important to have representation from Bishop REM to assist with having vehicles moved, which will be split between Ally and Shelley. The pavement project is done in sections, the filling of the cracks, actual laying of the black top and lastly the laying of the lines. Residents might be able to park their vehicles in the lot during evening hours, providing the black top is dry. There will be sections roped off if not useable during this process. There will be a letter sent to residents that if cars are not moved during this process, they will be towed.

Roof inspection update - there is a confirmation that A-1 Siding & Roofing has been to the property, but no invoice or report has been received.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

Thursday May 16, 2019 at 10:00am. It was noted that Ally from Bishop REM would not have to come on the normally scheduled Monday that week, only on the Thursday.

ADJOURNMENT: 6:45PM