

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

**June 17<sup>th</sup>, 2019 10:00AM**

**Oak Bridge Clubhouse**



**In attendance:** Chris Connor - Clerk/Treasurer  
Helen Skaleris - Director  
Eva Martel - Director  
Shelley Gullett - Bishop REM

**BOARD MEETING CALLED TO ORDER: 10:05AM**

**APPROVE MINUTES OF MARCH BOARD MEETING:**

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

**APPROVE FINANCIALS EOM MARCH:**

The balance in the operating account as of EOM May 2019 was \$132,926.30. The reserve balances total \$129,994.78, Bank of NE - \$12,960.00. Rockland Trust - \$42,020.89 A motion was made by Chris to accept the financial report of March and seconded by Helen.

Delinquencies are down from last month, totaling \$5,707.55. Shelley to confirm payment plans of units directed by court.

**MAINTENANCE UPDATES:**

B2 - no hot water issue - It turns out problem was a sensor on the boiler's hot water distribution that failed, the water then became too hot and the system fail-safe shut itself down. GSPH (plumbing vendor) was impressed we had such an extensive fail-safe on our system.

B3 garage slow leak - Nothing has been seen in a while. We will keep an eye on it and repair ceiling if no leak is present.

Landscaping - Some of the dead branches have removed, we need to point out the dead bushes and get an update of the dead tree removal behind B3.

Doggy DNA signs, maintenance to install signs, low priority.

**OLD BUSINESS:**

Granit State Fence - Shelley called GSF on 6/18/19 to get a start date of the dumpster surround replacement. Waiting for call back from Kyle. Updates to follow.

Pavement update - done, but not without a lot of grief and aggravation. Chris has made notes of what to do/not do and changes to make in 4 years when pavement will need to be done again. Not all residents were cooperative following the process set-up by pavement vendor.

Deck & Patio - All are done that were slated to be done this year, final invoice in and due to be paid on 6/18/19. In 2020, there will be a total of 21 decks and 10 patios that will be attended to, decks will be the ones that were listed in "fair" condition, finishing that section.

Hot tub update - Shelley reported that David McQuaide, hot tub installer, left the hot tub company without notifying his customers. Shelley spoke with the gentleman who built the surround and he is still willing to finish the job. A call was placed to Matley pools, hot tub installing company, with no follow up as of 6/17/19. Shelley placed another call to Matley pools to request a status update (note: a call placed on 6/18 and it is hoped to have an answer after board meeting). It was noted to be sure to call on a daily basis to ensure the work will get completed.

Doggie DNA - To date, on walk around of the buildings, no doggie DNA has been left around the property. This program seems to be working. Property is randomly walked each week looking for pet waste.

Bicycles in bike racks - Goodales has been called and they no longer offer service to pick up old bikes for recycling. Shelley was given a couple leads that she is following up on, more information to follow.

Welcome letter created by Shelley - Edits finalized and will now be sent, along with unit form and directions, to lenders when a questionnaire or Estoppel form is requested. It is hoped that the lender will either pass on to the buyer or the buyer's agent to pass along to prospective owners. Many new owners are not filling out Association paperwork or getting prior Board written approval for new dogs being brought on property.

## **NEW BUSINESS:**

Trash issues - There was discussion about the amount of trash that is being put on the ground especially at B2&3 dumpsters. This problem has been an issue for many years. Board voted to remove B2&3 recycle bin and replace it with a trash bin. Recycle bins at B1/2 and B3/4 areas will remain. Shelley will call the City of Concord to inquire what is needed to make this change. Chris stated last time she checked, it costs \$35 for each trash bin to be emptied once week. Emptying the recycle bins is free. Adding a new trash bin will cost the Association an additional \$140 a month on top of the \$451 we already pay for trash removal. Since the City requires we own our dumpsters, we may also have to pay for the additional trash bin costing roughly \$2,000.

Vendor for Unit Door numbers - Some door number plates are missing and have been replaced by Home Depot sticky numbers. Shelley to find vendor for new door number plates. Chris requested to have a quote for B2 storage area number plates as well. Chris to measure her door number sign and get to Shelley for quote. Shelley to check all doors on her walk around to see which units are missing their number sign.

Garage Sweeping - Chris to research who did it last year and inform Shelley so she can call to arrange garages to be swept. Spring sweeping was delayed until after pavement work was completed.

Garage foundation crack sealing - It was noted that B2 garage area foundation is getting a bit worse and leaks through the foundation are happening. Shelley to call Crack-X to see if they can come fix foundation cracks.

Review and replacement of CH signs - Chris altered only remaining pool wall sign per legal. Pool wall sign replacement on hold until hot tub installation is complete.

Change in Bylaws - The board voted to amend the Bylaws with the new amendment of requiring two (2) months of condo fees be paid by all condo buyers at time of closing upon the sale of each unit. This will help increase our reserve account and is standard practice with most condo associations across the country. A letter will be mailed to each owner which would include a ballot for their "yes" or "no" vote, as well as a self-addressed stamped envelope to return the vote. A 2/3rds majority vote is required to amend the Bylaws which is 120 units. Units not responding in a timely manner will be repeatedly called to return their vote ballot.

Master Insurance Certificate Deductible change - The board voted to increase the Association Master insurance policy to a \$15,000 deductible, up from the current \$5,000, to help reduce the cost of this policy. Chris will work with State Farm to have this done effective July 1, 2019. Savings will be prorated across monthly premium invoices for the remainder of the year.

**EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:**

July 18, 2019 – 5:30pm and will be the last open resident meeting in 2019 before the Annual Meeting in October.

**ADJOURNMENT: 11:45AM**