

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
September 17, 2019 10AM  
Oak Bridge Clubhouse**



**In attendance:** Chris Connor – Clerk/Treasurer  
Helen Skaleris – Director  
Ewa Martel - Director  
Penny Mills - Director  
Shelley Gullett – Bishop REM

**BOARD MEETING CALLED TO ORDER at 10:10AM.**

**APPROVE MINUTES OF AUGUST BOARD MEETING:** A motion was made by Penny and seconded by Ewa to approve the minutes of the August board meeting

**APPROVE FINANCIALS EOM MARCH:**

Operating ==> \$133,800.24 reserves → \$128,377.02 + \$42,044.78 + \$12,960.00 = \$182,381.80  
TD Bank TD-MM + Rockland + Bank of NE  
Delinquencies, totaling \$3,501.00.

2020 Budget – It was moved by Helen and seconded by Chris to approve the 2020 Budget

Update on the potential move to Alliance bank, the entire board voted not, that they are not comfortable with the “virtual” banking system.

Shelley reported that with our Merchant Services account at TD Bank, we can have up to 2 additional checking accounts with no fees. This is being considered as an option to do away with the Payeezy account and the exorbitant fees associated with it. It was also discussed that one of the 2 accounts could be used for the purchase of supplies through the debit card.

2018 Audit update, Shelley is working on making sure Property ware reports are tied into the bank statement and all information is accurate. All of this is being done manually, verifying each transaction.

**MAINTENANCE UPDATES**

- B2 garage leak coming from unit 38, it was both the toilet as well as the bathroom sink that was leaking and due to the length of the time it was leaking it has created a mold issue. Shelley to reach out to the owner of Unit 38 regarding this. Shelley also reported that he has already been in touch with his insurance company and has opened a claim. Shelley to reach out to inform about the mold and see that he makes sure he knows he is responsible for remediation.
- Collins Tree service, the quote to remove dead trees was \$2100.00 and is scheduled for October 7<sup>th</sup>. Chris to send emails to the residents of B3 & B4 to inform them of parking issues on that day.
- B2/B3/CH boiler, since there is a deadline with the state to report that all repairs have been made based on the report from Hartford Steam Boiler, Shelley to contact GSPH to expedite the invoice.
- Replacement of B3 Garage door, it has been ordered and will have to be put through the insurance of the unit that damaged the door.
- B2 garage ceiling plaster falling and the repair of B3 open ceiling. Chris will seek source to do these repairs.
- Vandalism to the electrical box for the entrance sign. R&T Electric confirmed it was indeed vandalism, but no way to know who did it. This brought discussion about the installation of

security cameras. Shelley to follow up with Wire to Wire as to status of quote from the initial walk around several months ago.

- The Dog DNA program is working, there already has been one unit that has benefitted from a \$25.00 credit on their condo fees.
- B2/B3 Dumpster, we were supposed to receive confirmation from the recycle dumpster has been converted to a trash dumpster by the city of Concord. As of yet, we have not received the confirmation, therefore, no email can go to owners until we receive that confirmation. Shelley to follow up with City of Concord.
- A resident saw fit to drop off a refrigerator between the dumpsters at B2/B3. We need to reimburse Aaric \$10.00 for a dump fee as this type of thing would not be picked up by the regular trash pickup.

#### **OLD BUSINESS:**

- Annual meeting package has been mailed to all owners on Sep 3<sup>rd</sup>, 2019
- Hot Tub – Chris contacted Aaric to see if his company could finish the repairs left to do on the enclosure. If not, Chris will contact Harold Robins Remodeling for the completion.
- Dumpster surround issues with the closures. Granite State Fence was on site and replaced the flimsy closures with a more studier version. However, there is a concern that come winter with the snow and ice, they will freeze into the ground. The board is investigating putting in a fork style closure, that would be mounted on the door, versus the pegs that go into the ground.

#### **NEW BUSINESS:**

- Parking is becoming more of an issue so board members are monitoring the parking lots. If a vehicle does not have a tag registered to the association, it will be towed. No exceptions.
- Hampshire Fire quoted to check all the hallway smoke alarms, due to the budget already in a deficit, this is an item that will be addressed next year.
- Crack-X examined B2 Garage and their quote came in at \$11,395.00. Chris to get with Aaric to see if he can assist in identifying the cracks that are in the worse condition to be taken care of, versus all the areas included in the quote.
- Penny brought questions to the board from residents:
  - o Is it possible to have a fulltime maintenance person to handle issues of the association? It was discussed at great length and in order to do this, it would mean that condo fees would have to go up no less than \$10 - \$20 dollars per month. It was also pointed out that there is not enough work to support a fulltime person.
  - o An issue with the light bulbs in B1 was brought up that some feel the light bulbs need to be changed more frequently. Lights are checked and replaced weekly.
  - o Snow removal - it was asked if the snow removal could be put on a schedule to do certain areas at certain times. This request was also discussed, snow removal companies cannot guarantee a time they can plow as their times at other properties cannot always be guaranteed to run as smoothly. Plus, if they had to return to plow certain areas at an allotted time, we could expect the fees for snow removal would increase enormously. This is not an expenditure the board felt they can justify.

#### **EXECUTIVE SESSION:**

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

The next meeting is the Annual Meeting October 17, 2019 at 6:00pm – 8:00pm at the Church of Christ, 141 Fisherville Rd.

Next board meeting scheduled for November 19 10:00AM - this is a closed meeting.

**ADJOURNMENT:** The meeting adjourned at 11:40am.