

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
November 19, 2018 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 10:05AM.

A motion was made by Ewa and seconded by Penny to approve the new board member, Dale Gehrlein. We now have the full complement of board members. Welcome Dale!

APPROVE MINUTES OF AUGUST BOARD MEETING: A motion was made by Penny and seconded by Helen to verify the approval of the September board meeting minutes, which were approved on-line in Oct.

APPROVE FINANCIALS EOM MARCH:

Operating ==> \$159,126.20 (TD Bank)

Reserves ==> \$74,199.82 + \$42,005.80 + \$12,960.00 + \$50,000 = \$134,216.60
 TD Bank Rockland + Bank of NE

Delinquencies, totaling \$5,281.21.

A motion was made by Chris and seconded by Penny to approve the new board member, Dale Gehrlein.

2020 B2/B3 increase for amenities of \$6.00 may not be enough to cover expenses being incurred in 2019. It was decided to wait until the end of the year to determine if this increase was sufficient.

FHA Expires May 2020. Helen pointed out that there have been changes to allow FHA status for 3 years, she recommended that Chris contact “Lisa” for assistance with getting it filed.

2018 Audit update, Shelley is going to chase the Auditor to see what the status is. It was noted that \$850.00 should have been moved from operations to reserves after the audit. We are waiting for final audit to see if the money can be moved.

For documentation the September minutes and financials were approved through email.

New AppFolio update is to send notifications to owners in mid-December. Shelley to work on letter to go to owners.

There was a question as to whether move in/move out fees are being billed. Shelley confirmed that yes, they are.

MAINTENANCE UPDATES

- CH Hot tub: The grab bar, railing caps, fire alarm junction box cover have been repaired. Chris reported that the state inspector was out, she had a very good meeting with him and only a few

minor suggestions: Label the water piping and flow and the need to put a sign with the depth of the hot tub on the first step. He shared a lot of knowledge and was extremely helpful to Chris.

- B3 – card reader – attempted to install, only to find out it was faulty and the old one was installed. Shelley to follow up on when it will be replaced.
- GSPH – after Jordon completed an in-depth inspection of the boilers, there was a quote that broken into 3 parts: Part 1: B2/B3 needs leaky gas & relief valves repaired, Cost \$2618.45; Part 2 – two new boiler pumps that are older and not working properly, Cost \$16,795.00: Part 3 – rebuild semi-new pumps, cost \$5,103.00 for a grand total of \$24,516. It was noted that the funding of new pumps for \$16,795 will come out of the CD from Bank of New England that was ear marked for Boilers. The rest, \$4k, will come from Reserves. When all this is said and done, in the spring the board will address the B2/3 additional assessment of \$80.00.
- B2 and CH relief and divertor valves have been repaired at a cost of \$3,615.00 per the inspection from Hartford Boiler.
- CH Boiler had to be re-inspected by Hartford Boiler and inspector was not pleased and gave attitude that the City had already sent the inspection certificates for B2. We are waiting for the final report and CH inspection certificates from the city. If anything like last time, it will be a few weeks of waiting for the actual report.
- Dumpster Divers at B3/4 dumpster, Chris confronted a couple doing the dumpster diving and threatened to call police to have them removed from the property. In addition, Dale followed on person off the property as they attempted to do the same thing.
- Two dead trees have been taken down at a cost of \$2100.00, and there will be more that will need to be removed next year.
- Drainage at B1 near unit 2 has been completed.
- Walking buildings for repairs – Board members are to get with Shelley to see what she looks for when walking the buildings of any potential repairs needed.
- Color of paint for entry ways to units, much discussion on just exactly which “white”, it was decided that what should be recommended is plain old white trim paint that is a glossy paint. Chris might have a list of paint to share.

OLD BUSINESS:

- B3 – new garage door replaced after the run-in incident in October and working fine.
- Hot tub update covered in maintenance updates.
- B2/B3 garage ceilings have been repaired.
- B2 heat restored after the city inspection of the back flows neglected to turn the heat back on.
- Boiler inspections repairs made, one leaky relief valve in CH, 4 relief valves in B2, all noted with GSPH issues above.

NEW BUSINESS:

- By law changes: Insurance Pg 19 2a/b the subrogation issues as well as the Reserve Contribution. We will do as the last time by mailing the changes and keep track of results. The main issue is the investors who do not send in their votes as well as mis-informed residents not understanding the need for these changes. Shelley to send the list from the last vote to the board. There was much discussion on how to promote these changes.
- Review of the 2019-2020 Plowing letter. The letter will be placed on each unit door by Shelley as well as emailed to all owners/renters.
- Hampshire Fire quote to check all hallway smoke alarms, in the amount of \$2440.00, this will be an item that will be addressed after January 2020.
- Crack-X quote to repair cracks in foundation in B2 garage in the amount of \$11,395.00 will be addressed in the spring
- Gutters need to be cleaned – Shelley to arrange.

- Clough and Ice Melt buckets, it was noted that there are no ice melt buckets at the pedestrian doors at the garages. Shelley to send an email to request them.
- Penny asked the question if Christmas lights are allowed to be put up. It was unanimous that absolutely "YES" as long as they are not attached to the siding.
- At one of the game nights someone fell in the walkway in the center island leading to B2, it was suggested that maybe we could put solar lights.
- There was a lot of venting about people not tying their garbage bags and not being pro-active and actually putting in the dumpster.
- Fork Handles for dumpsters, Shelley to pick up at Home Depot in Merrimack and bring next time visit.
- Granite State Fencing to come fix the door at the B3/4 dumpster that is too close to the ground and drags.

DATE FOR NEXT BOARD MEETING:

The next meeting will be January 14, 2020 at 10:00am and will be the quarterly meeting that is open to owners.

ADJOURNMENT: The meeting adjourned at 12:05pm.