

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
January 21, 2020 10AM
Oak Bridge Clubhouse**



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

BOARD MEETING CALLED TO ORDER at 10:05AM.

APPROVE MINUTES OF NOVEMBER BOARD MEETING: November board minutes and financials were approved through email as there was no meeting in December.

APPROVE FINANCIALS EOM DECEMBER:

Operating ==> \$182,269.18 (TD Bank)

Reserves ==> \$82,516.92 + \$42,213.68 + \$12,960.00 + \$50,000 = \$187,690.60
TD Bank Rockland Bank of NE Bank of NE

Delinquencies, totaling \$2,558.95, total delinquencies with the attorney, \$27,630.85

Question on when late fees are processed through AppFolio, Shelley confirmed they are set up with 28 days grace period. Condo fees are due on the 1st day of the month. Late fees should occur on the last business day on the month. The board gives a 28 day approx. grace period to pay fees without penalty.

AppFolio System is now effective 1/1/2020, there was an issue with owners with multiple units not being able to see which unit was identified with a unit number. Shelley corrected this issue, Helen to check her units.

State Farm Master Insurance went from \$3,151.50 in 2019 to \$2,356.66 in 2020 per month. This is due to the increase in the deductible and is a cost savings to the Association of \$9,538.08 per year.

FHA renewal expires in May 2020, Chris to start working on for early approval.

2018 Tax Audit update, Shelley noted that she is still playing phone tag and email tag with accountant. She will follow up again.

AppFolio issue with payments recorded in their system but have not shown up in the TD Bank account, there were a total of 2 payments, one from 12/31/19 and one from 1/3/2020. Shelley has been working with AppFolio to find why the issue.

Stanley Elevator service agreement went up from \$612.00 to \$643.00 per month. They will charge \$366.00 per hour for an elevator issue. The bill to fix the elevator on a Saturday cost \$940.00, Helen stated it only took about 10 minutes to do the repairs.

MAINTENANCE UPDATES

B3 Card Reader was installed and new cards have been issued. There is still an issue with the door and we believe it has to do with the hose that opens the door on the inside garage floor. There have

been no further reports since Overhead Door was out last week. It was pointed out when Overhead Door installed the new door, they had to build a new frame to accommodate the size of new door.

GSPH: new boiler pumps, one in each building 2+3, have been installed, payment came out of reserves in the amount of \$16,795.00. It was noted that there was an issue with the programming of the new pumps, B2 is working fine, B3 is temporarily hooked up to the old pump. Jordan and representative from pump company scheduled to go back for re-programming the newer pumps. Part 2 B2+3 boiler repair - the rebuild of the semi-new pumps at a cost of \$5,103.00 will wait until spring.

B3 Boiler hot water mixer was replaced on Jan 6, 2020.

Trash/ Dumpster, fork closures, 1 on each door, plus the metal rod on one door have been installed. Signs ordered for dumpsters. Maintenance will install on the doors to the dumpsters. For the residents who cannot seem to find the actual opening of the dumpster or feel it necessary to leave trash bags on the ground, the fine will now be \$250.00 for improper dumping of trash.

B3 Elevator issue with the door getting stuck has been repaired. The space heaters in the elevator mechanical rooms to keep the hydraulic fluid warm were turned on for the winter.

B2/B3 doors (above garage) going to back lawn have been permanently closed for the winter. This was done on the approval of the City of Concord Fire Marshal. It was noted that there are plenty of exits in both buildings to accommodate the locking of these doors.

The question was raised about units not notifying other units when the water will be shut off during plumbing work. There was a unanimous vote by all board members present that the fine should be \$50.00 for not notifying other units except in the case of emergencies.

HVAC system in clubhouse pool area needs maintenance, it is leaking and ceiling tiles are falling on the floor. Shelley to call GSPH as this is an emergency situation.

B3 1st floor heating pipe leak: no quote has come in yet. Chris to send GSPH management another email requesting the quote.

Hot Tub grab bar loose again: maintenance to fix, may have to cut a new opening in surround to access it from beneath.

Gutters – cleaning of gutters has been completed but there has not been an invoice from the work as of this date.

Snow removal issues. There were 10 vehicles that were not off the lot by 9am as the snow removal policy states. Fines have been issued to the appropriate vehicles that could be identified. The towing policy was discussed at great length, moving forward board members (Penny & Dale) will monitor the lots at 9:15am and any vehicle not moved off the lot will be towed. A picture of the car showing the plate will be taken. It was also discussed at great length that the current fine of \$25.00 is not enough of an incentive for residents to move their vehicles. It was by unanimous vote of the Board that the fines be increased to \$100.00. The board worded an email blast to be sent out showing this change and further clarifying the snow removal policy, as well as reiterating that any vehicles parked in visitor spaces will automatically be towed if they do not move for plowing.

Snow removal – an email is to be sent to K. Clough regarding the speed of plowing vehicles that was exhibited while moving through the lots plowing or spreading sand/salt. As well as the issue with not fully clearing one lot at a time versus the jumping from lot to lot that happened during the last storm.

Dog DNA sample reports. It was recommended to black out the name of the person who sent in the sample for security issues.

OLD BUSINESS:

Winter storm clean up and monitoring. Penny took pictures of 10 vehicles that did not move by 9am, going forward, even visitors will be towed. Shelley to add Penny as an authorized contact for towing with Above All Collision towing company.

NEW BUSINESS:

First order of business was to elect officers for the association. It was mentioned that this needs to be reported to the State of New Hampshire, as they do not have up to date information. It was moved by Chris and seconded by Dale to elect the following officers:

President: Helen Skaleris
Vice President: Penny Mills
Clerk/Treasurer: Chris Connor

B1 entrance painting is under way and the new carpet is scheduled for installation in February. There was a question as to why we are painting the unit doors "white". It was pointed out that the unit doors are not slated to be painted "white" this year, but if any unit owner wants to paint their door, we are requesting "white".

There are 2 bylaw changes to be reviewed and approved. It was moved by Dale and seconded by Penny to accept the By-law changes as written. The owner letter and ballot will be prepared by Chris, reviewed/approved by entire board and will be prepared for mailing by Shelley. Mailing will include a self-addressed, stamped envelope for the ballot to be returned. As with last vote on the by-laws, Shelley will track the votes. It will be requested votes be returned within 10 days after receipt.

Change to rules and regulations regarding construction of units to match the City of Concord's policy: M-F – 7am – 7pm and w/e + holidays 9am – 7pm. Voted and approved by all board members.

Building signs – it was pointed out that it seems to be confusing for delivery drivers which building is which, even though each building is clearly marked. Discussion about whether to put up more signs directing delivery drivers to which building. This was vetoed as there are already too many signs displayed on property.

AppFolio has the feature of sending violations directly from the software. Chris to send Shelley the rules and regs as a word document, so specific rules can be attached to specific violations, versus the entire document for each violation.

Changes to Rules and Regulations approved by all board members:

1. Litter/trash disposal adding \$250.00 fine for improperly disposing of trash. It was moved by Penny and seconded by Dale.
2. Rule preventing people from driving behind buildings, it was discussed regarding the damage it is doing to the lawns and to document it, it was recommended that fines should be issued of \$100.00 per vehicle, per occurrence. It was moved by Helen and approved by Ewa.

On-Hold:

- Concord Fire Dept requirement: new alarm monitoring system (spring)
- Fix fence by Mayflower (spring)
- Hampshire Fire quote to check all hallway smoke alarms - \$2440 (spring)

- Crack-X quote, B2 garage, \$11,395 (spring)

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

The next meeting will be February 18, 2020 at 10:00am.

ADJOURNMENT: The meeting adjourned at 12:30pm.