

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
February 18, 2020 10AM
Oak Bridge Clubhouse**



In attendance: Helen Skaleris – President
Penny Mills – Vice President
Chris Connor - Clerk/Treasurer
Ewa Martel - Director
Dale Lane – Director, absent
Shelley Gullett – Bishop REM
Emanuel Nisotakis – Bishop REM

BOARD MEETING CALLED TO ORDER at 9:52AM.

APPROVE MINUTES OF NOVEMBER BOARD MEETING: A motion was made by Penny and seconded by Ewa to approve the January board minutes. All in favor.

APPROVE FINANCIALS EOM NOVEMBER + DECEMBER:

Operating ==> \$161,908.06 = \$500 = \$162,408.06 (TD Bank)

Reserves ==> \$87,716.31 + \$42,071.11 + \$13,107.22 + \$50,000 = \$192,894.64

TD Bank Rockland Bank of NE Bank of NE

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

Chris reported that the FHA renewal update expires in May 2020, she has it just about completed and should be sending to Lisa next week.

2018 Tax Audit – Shelley reported there are 3 action items left to get to the auditor. One of the smaller issues that delayed the process is Seeley and Schultz was sold to Melanson Heath and the transition did not appear to be a smooth one.

Still no sign of the gutter cleaning invoice from the fall.

Condo Certs, it was requested that Shelley forward any condo questionnaires or Estoppel's that are completed for the sale of any unit. Shelley explained that long with any questionnaire or estoppel, she also sends a "move in/move out" statement, showing what the seller owes and what the buyer owes at closing.

The CD at Bank of New England was closed out in January and \$13,122.93 was put back into the operating fund, in addition \$3672.07 was transferred from reserves to cover the \$16,795, for the B2/B3 boiler pumps.

AppFolio Late fees of \$15.00 still seem to be not operating properly, Shelley noted they are scheduled to come out on the 29th of each month. It was noted that this can be adjusted, if an owner see that they were charged a late fee in error, it is a very simple adjustment on Shelley's part. As an afterthought, when doing the delinquencies, Shelley does check each owner's ledger and does reverse any charges for late fees where applicable.

It was noted that board does not appear to have access to owner ledgers to check balances. Shelley to work with AppFolio to ensure this is available to board members.

It was moved by Chris and seconded by Penny to accept the financial report as presented. All in favor.

MAINTENANCE UPDATES

- During an inspection by the Fire Department it was noted that they no longer have access to the garages. There used to be a garage card in a lock box on a gate that was taken down quite some time ago. After a couple of missed meetings with a member of the Fire Department, Chris hand delivered a key card to the Chief, where they were placed in the CH Fire Department lock box. The Fire Department also pointed out that a snow pile needed to be taken away from in front of the lock box and that there was a light bulb that needed to be replaced. Chris also noted that the Fire Department sent the association accolades as we have signs on every floor which direction the units are located. They said this is a huge response time saver.
- Exercise equipment that is in dis-repair, one quote came back at \$325.00 for a service call and if a return visit was required there would be an additional fee of \$325.00. Chris recommended Shelley call another company: Alpha Omega repairs in Manchester.
- The annual elevator inspection is scheduled for February 19th at 8:30am with Stanley Elevator and Hampshire Fire.
- B3 first floor heat pipe has been repaired at a cost of \$5,875.00 and maintenance is scheduled to repair the ceiling. Unfortunately, when doing the work, GSPH forgot to turn back on one valve that affected the heat in a few units. The very next day, a call was made and GSPH came back out and checked and their error and the valve was turned back on returning heat to the units. It was also noted that Jordan (our boiler expert) left GSPG and we have a new maintenance person for this job. GSPH stated that if things do not work out for Jordan's new adventure, they would hire him back without hesitation.
- There were issues with the HVAC system in the CH, one was a leak and the other was a very loud noise, both were checked on 1/22/2020 and then the PM was performed on 2/11/2020, fixing the issues.
- B1 painting of the entrances, costs ended up being more than originally quoted at a total cost of \$8110.00. This is because the painting was only supposed to be the first and second floors. The contractor ended up painting all three floors which makes the entrances look much better. The contractor also painted the handrails.
- Unit door numbers there are some unit door numbers that do not match others throughout the complex. The question was raised that if we want to order new number plates as close to the current ones on the unit doors as possible. It was decided that we would seek quotes and Chris would look in a catalogue she has for condo supplies.
- It was noted that when doing extra snow removal, the backhoe dug up ground and destroyed curbing in several places. Since the landscaper and snow removal company are one in the same it will be their responsibility to make necessary repairs in the spring.
- Penny noted that during the painting of the entrances of B1, there are several paint drips on the metal of the window frames. Shelley to take pictures and send to the contractor to fix/remove.

OLD BUSINESS:

- An update on the recent Bylaw votes is that what has been received so far seem to be positive votes for both issues. Shelley to send to the board weekly updates as ballots come in.

NEW BUSINESS:

- B1 carpet slated to start on Feb 18, 2020
- Landscape and snow plowing contracts are slated to expire this year, Shelley to send for renewal.
- There was a question as to whether the association should purchase a printer. Chris did some research and a printer that does single sided printing is approximately \$80.00 and one that does double sided printing is approximately \$200.00. Paper is cheaper at Walmart and cost of toners would also have to be figured in. Chris found a copy center that can make copies for less money than what is being charged by Bishop REM. When factors of printer, toner and paper were discussed, it was decided to have any copying for mailings done at a copy center for less money.
- Rename Rule #38: Toilet Tank Gaskets to: #38 Plumbing, Electric, Toilet Tank Gaskets, to add that all work must be licensed electricians or plumbers. There was much discussion regarding issues with renovations and issues with companies that send non-licensed plumbers to do reno's on bathrooms and issues with shutting off the water. New policy should reflect that it is a requirement of the Association to ensure electrical and plumbing contractors are licensed. Chris will re-word the current rule and email to board for comments and approval after checking with the City of Concord.
- After issues with water shut off for renovations when an owner is requesting the water be shut off for their unit. Their request must go to the management company who will enlist the assistance of our maintenance man to identify and label which shut off valve belongs to which unit(s).
- City of Concord recycle policy and consequences of contaminated recycling bins. A notice will be written up to all owners/residents along with a copy of the letter from the City. It is the hope of the board that this one more plea to have owners/residents pay attention to what they are putting into the recycle bins. This will aid the association in avoiding an increase in condo fees if we have to switch all containers to strictly trash with no recycle bins.
- Dog bite policy - currently there is not a "dog bite" policy reflected in the rules and regulations. After a recent occurrence of a dog bite, it was felt there needs to be something in the rules and regulations stating procedures for dog bites. Shelley recommended we talk to our insurance agency to see if they have any information that would help with this policy.
- Dogs that "look like" a dog from the banned breed list - the only way to get a true confirmation of the specific breed would be through DNA versus what is listed on the paperwork from the Veterinarian. The cost for this through Dog DNA Today would be an additional \$80.00. The board will ask this question at an up-coming seminar given by our attorney.
- A recent false fire alarm cost the Association \$270.00 for the fire department to come out and reset the fire alarm.
- A question should the fine be the same for cat feces as for dog feces. It was decided that we would follow the current Compliance fine structure for cats.
- It was decided that the coupon payment books will no longer be printed and mailed to each owner. For those owners that request a printed copy of their coupon payment books, it can be emailed to them or if they request a printed copy, they will be charged \$5.00 for the printing and mailing.

On-hold until Spring:

- Preventing people from driving behind buildings (spring)

- 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 March 17, 2020 at 10:00am.

ADJOURNMENT: A motion was made by Helen and seconded by Penny to adjourned and the meeting ended at 11:30pm.