

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
May 19, 2020 10AM
Oak Bridge Clubhouse**



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

BOARD MEETING CALLED TO ORDER: 10:04AM

Approve summary of April Association Activity: A motion was made by Helen and seconded by Penny to approve April activity.

APPROVE FINANCIALS EOM JANUARY:

Operating ==> \$144,970.35 = \$500 = \$145,470.35 (TD Bank)

Reserves ==> \$87,022.29 + \$42,076.75 + \$50,000 = \$179,099.04

TD Bank Rockland + Bank of NE

Delinquencies, totaling \$1,866.09, Total delinquencies with the attorney, \$21,494.58

- FHA re-certification application submitted to Lisa on 2/27/2020, application changed from 2 pages to 13 pages, our certification expired 5/18/2020. It was discussed that the new form was more difficult to fill out and some of the questions, would take an incredible amount of time to research. The time needed to complete the necessary form far exceeds the benefit of having the association FHA approval. The benefit of FHA approval applies to the percentage of rental units versus owner occupied units, currently the association is sitting at 112 owner occupied and 68 rentals. After much discussion it was decided to not proceed with filling out the paperwork for FHA approval for the association. It was noted that we need to remove that statement from the website.
- B2/B3 maintenance costs are very high this year. Right now, we have spent \$22.3K of the \$39K budgeted, with an additional \$15,675.00 more in repairs to come, puts us at approximately \$38K of the \$39K budgeted, which means we have to watch the rest of the year for repairs in B2/B3. There was discussion as to whether we should raise the B2/B3 additional fee from \$80.00 to \$84.00. As was pointed out this would only provide the association with a little over \$3,000.00 and not feasible to instill an increase at this time. It would be much better to wait until January unless something major happens, then we can re-address. Only other necessary issue is to fill 2 cracks in B2 garage to a tune of approximately \$1,000.00.
- Budget for next year will include 30 more decks and 30 decks the year after. It was found with some of the 1-bedroom units the supports were rotted and there was additional inspections done on 176, 6, 16, 66 to ensure the supports were okay. We are making good progress on deck repairs from the inspection done in 2018.

MAINTENANCE UPDATES

- B2 – 2 T pipe leaks have been quoted and GSPH is waiting for parts, all work will have to be done on overtime to a cost of \$4750.00. As soon as the parts arrive, the work will be scheduled.

- B3 Elevator door in garage requires repairs, a Roton Hinge to the tune of \$500.00 and a bar and trim, these repairs should be done in the next couple of weeks or so.
- Chris has ordered “Private Property” signs that maintenance will install in the median at the main entrance.
- HVAC System in the pool is leaking, GSPH were out and found the main drain clogged and a hole in the pan.
- Dead tree in the middle island, Shelley to call Collins Tree for removal and see if they do stump grinding as well or know of someone who can grind the stump in order for a new tree to be planted in that spot.
- Carpet Cleaning, discussion on whether to proceed with carpet cleaning in all buildings, as it is normally done twice per year. It was decided that yes, we should proceed and Shelley to contact Champion Cleaning to schedule.
- Motorcycle parking – Chris and Penny walked the parking lots to see if they could find extra spaces for motorcycles, they found about 6 spaces that can be designated for motorcycles. It was noted we have very few issues with motorcycles however, there are some parking spaces that are smaller that owners have difficulty parking both car and bike in same spot. Otherwise, they must follow the rules and put both in their assigned spot if they will fit.
- The new procedure for water shut off rule was discussed, only issue was to take notice from 2 weeks to 1 week. Also to ask maintenance to put a permanent identifier such as a metal tag on shut off so he does not have to repeat identifying shut offs.

OLD BUSINESS:

- 21 decks complete with 3 1-bedroom decks that required the main support beam be replaced at time and materials above original quote. Please see financial review for additional information regarding decks.
- Bisson – documents needed to register bylaw amendments, been chasing since April 28th, Shelley to follow up again.
- CH – exercise equipment repairs, still waiting on quote from A-1 Fitness. Shelley to chase for pricing so we can determine how to proceed.

NEW BUSINESS:

- State Non-Profit Business Certificate application – has been signed by appropriate board members and given to Shelley to have notarized and she will mail to state.
- Vehicle/parking monitoring duty split up, things to look for are vehicles in “P” spot have Assn sticker, Visitor parking – no Assn. sticker, assigned spaces must have Assn sticker, vehicle registration must be current. When checking, take a picture of the vehicle, so license plate is visible.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

The next meeting will be June 16, 2020 at 10:00am.

ADJOURNMENT: A motion was made by Chris and seconded by Helen to adjourned and the meeting ended at 11:58am.