

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



**IN ATTENDANCE:** Helen Skaleris – President  
Penny Mills – Vice President  
Chris Connor – Clerk/Treasurer  
Ewa Martel – Director - Absent  
Dale Gehrlein - Director  
Shelley Gullett – Bishop REM  
Emanuel Nisotakis – Bishop REM

**BOARD MEETING CALLED TO ORDER:** The meeting was called to order at 10:00am

**APPROVE JUNE BOARD MEETING MINUTES:** A motion was made by Penny and seconded by Dale to approve the June board meeting minutes.

**APPROVE FINANCIALS EOM MAY:**

Operating ==> \$129,877.23 + \$500 = \$130,377.23 (TD Bank)

Reserves ==> \$97,378.67 + \$42,075.10 + \$50,000 = \$189,453.77

TD Bank + Rockland + Bank of NE

Delinquencies ==> \$4,355.30, delinquencies with the attorney ==> \$20,916.20

- Reinstitute \$15 late fee effective Aug 1 – Shelley noted this has been changed to be in effect for July 31<sup>st</sup>. in Appfolio. It was discussed that any owner account balance below \$25.00 will not be assessed a late fee.

- 2018 Audit update – We need to look at the contract and give notice and then find another CPA to audit reviews as the company doing the 2018 audit has yet to complete it.

- 2021 Budget update – Chris explained that in order to create the 2021 budget, she needs the numbers from the end of August and uses 2019 Sep-Dec numbers. Once she puts together the final numbers, we will meet as a board meeting to discuss the budget that will be presented at the Annual meeting. A meeting has been set up with the board for Tuesday September 1<sup>st</sup> at 10am. This will ensure the package for the annual meeting can be sent out 30 days prior as required in Bylaws.

This brought up a discussion on how to handle the annual meeting in October. It was decided that we would plan on having an in-person meeting as normal. However, we can put safety provisions in place, all attendees must wear a mask and it would require that we set up the church seating so social distancing can be observed. Shelley noted that she has access to a touchless thermometer and that everyone who attends can have their temperature taken before being allowed in to register for the Annual Meeting. Chris will amend the letter to owners stating these safety measures will be in place in the event we can have an in-person annual meeting.

Shelley informed the board that she does have a Zoom account and if the situation with Covid is in a resurgence, then we can do the annual meeting via Zoom. Helen suggested we have a practice run a week before to allow owners the opportunity to try logging on to zoom ahead of time. It was requested that Chris continue with the Power Point presentation as Shelley can share her screen so attendees can see it and follow along.

**MAINTENANCE UPDATES:**

- Middle island dead tree removal 7/15 – Collins Tree service did a terrific job, you would never guess that there was a tree in that spot.
- City backflow testing completed on 7/16 – as of this meeting we do not have the report back from the City.
- B1 + B2 irrigation leaks repaired – B1 irrigation was shut off as it was running for an entire day, thank goodness the irrigation guy came over to get it shut off after hours. It was not a problem with the timer, it was at the connection in the ground. Backflow and irrigation for B1 will be put on next year's budget for repair. B2 – had leaks and was draining in the parking lot, was repaired. CH not working, the back flow is shut off. Note – all building irrigations are now turned off due to City conservation of water request.
- Pool area CHL feeder tube dislodged 6/25 - pool shut down 6/26 until repaired – Chris found the leak when she closed that evening. It was caused from the water feeder to the chemical feeder where the glue had come off the connection and sprayed water all over the place. Fortunately Chris was able to shut off the breaker saving the water from flooding the entire area.
- Building roof vent fans – no repairs needed – A-1 Roofing has inspected and all are working fine, this was prompted by a complaint that one was running and being heard by a unit.
- CH exercise equipment repaired – 7/8 except treadmill – vendor brought a wrong belt and has not been back to finish the repair, Chris to email to find out status.
- CH HVAC repairs, main drainpipe (\$550) + emergency drain pan replacement (\$695), this will be done in colder weather.
- B2 above garage door window leak repair, this is on Maintenance's to do list.
- B2 T-pipe 2 leaks - garage ceiling repaired by maintenance
- B3 heat pipe leak – first floor ceiling repaired by maintenance
- Unit 137 had issues with the privacy wall and rot, Maintenance worked on it. Chris seemed to remember that the fee for repairing the rot on the privacy walls was \$500.00 per deck.
  - Landscaping – Dale mentioned that the weeds are overtaking the mulched area. Shelley to send Clough an email to request it be taken care of.
- CH pool table, Unit 54 offered to pay to have the pool table resurfaced, re-balanced, he received two quotes one for \$600.00 from Accurate Billiards and one for \$475.00 from a place in Bedford. The board voted unanimously to pay the full amount and an email to Unit 54 thanking him for the research he did to have this done.

#### **OLD BUSINESS:**

- garage sweeping completed July 6<sup>th</sup> – very few vehicles that needed to be moved.
- Dale: write-up of water leak monitors/detection devices for owners – Dale read the letter she wrote, and amendments were discussed. Dale to make these amendments and email to the entire board.
- 2 Bylaw change registered w/state and effective 6/18/2020, email to owners sent
- State Non-Profit Business Certificate of Revival application? Forms had been sent in May and a follow up is required to see what else needs to be done.

#### **NEW BUSINESS:**

- B1+B4 sewer pipe PMs - This was discussed and it was decided that the sewer pipe should be inspected/cleaned out twice per year. Contractors will either be Bow Plumbing or Roto Rooter and definitely not Mr. Rooter.
- create a new rule re: fireworks? – It was decided that since there is nothing in the rules regarding fireworks, that Chris would write something up for board approval
- irrigation system repairs – we will budget money in 2021 budget for irrigation repairs
  - Leaks in units – it was discussed that insurance will not cover slow leaks, for reference when a leak happens, the call needs to immediately be put into insurance as an “Active” leak and when leaks happen it affects 6 units and all 6 need notification.

- Dryer vent Cleaning – Shelley has a new vendor coming on July 28<sup>th</sup> to inspect the dryer vent situation and has requested access to a unit. Chris stated she would be home and they can check her unit.

- Penny talked about adding a limitation as to how many children can be in a pool. This stemmed from the problem of one unit bringing kids from a day camp with not enough supervision and the state the pool was left in after their last visit. The question arose of how to monitor and enforce the limit of people. It was then decided to keep an eye on the situation and address it if there are further abuses.

- Dale brought up that she would like to see Oak Bridge a “smoke free” facility. It was explained that this would require a By-law change and the question about how to enforce this. It was suggested that a pole could be put on the notice for the annual meeting documentation. Another thought was to request that investors not allow tenants to smoke, currently there are 76 units with tenants. Again, it was brought up that this has to be doable and enforceable.

- Garage doors – there recently was an issue with B2 garage door going up and down constantly, Helen checked it out and there was a spider web hanging over the eye, causing the disruption in the door. Shelley to ask Titan Cleaning to please remove spider webs in the ceilings of the garages. Also, the door open hose in B3, Helen has to back up and drive over it again for it to prompt the door to open. This brought up the desire to have a preventative maintenance agreement for the garage doors. We received word back from Overhead door that they can do this, the cost is \$160.00 with them servicing the door 4 times per year, starting in September.

**On-Hold TBD:**

- Concord Fire Dept requirement: new alarm monitoring system
- Fix fence by Mayflower
- Hampshire Fire quote to check all hallway smoke alarms - \$2440
- Crack-X quote B2 garage \$11,395

**EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:**

- August 18 at 10AM (Tue)

**ADJOURNMENT:** It was moved by Chris and seconded by Penny to adjourn the meeting at 12:05pm.