

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



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

BOARD MEETING CALLED TO ORDER: the meeting was called to Order at 10:00AM

APPROVE JULY BOARD MEETING MINUTES: A motion was made by Penny and seconded by Chris to approve the July meeting minutes.

APPROVE FINANCIALS EOM JULY:

Operating ==> \$152,021.95 + \$500 = \$152,521.95 (TD Bank)

Reserves ==> \$102,558.44 + \$ 42,075.10 + \$50,000 = \$194,633.54
TD Bank + Rockland + Bank of NE

Delinquencies ==> \$3,586.68, delinquencies with the attorney ==> \$18,018.07

- 2018 Audit update – issues with common area maintenance & repairs listings
- 2021 Budget meeting Sept 1 at 10AM – Chris mentioned there will be some tough decisions to make with the 2021 budget.
- A motion was made by Helen and seconded by Ewa to approve the July financials.

MAINTENANCE UPDATES:

- CH exercise – older treadmill new belt was finally repaired on Wednesday 8/19
- tree fell by B1/2 dumpster after 8/4 storm – K Clough removed and most fixed the perimeter fence
- privacy wall on unit 137 deck had to be rebuilt – It was hanging on by a thread, lots of rot, it had to be taken down to beams and rebuilt
- GSPH and rust in pool - HVAC system was leaking during 7/28 visit with GSPH repair manager – was repaired following week, next phase will be replacing leaking drip pan and fix outgoing piping, waiting for drip pan to arrive for this to be put on the schedule.
- Pruning around the complex per a recommendation by the fire department (for building access) and the police department (for security). It was recommended that all shrubs be 3 – 4 feet away from the buildings by landscape company to allow for proper air flow so siding does not rot and to prevent mildew.
- Unit 90 took the time to weed the patio at the pool area and asked if she could borrow a sprayer to kill roots of weeds. After much gratitude for the effort that was taken to do this job, it was brought up that this could be a liability issue for the Association and that we cannot authorize members of the community to continue nor use Association equipment. Any such wonderful volunteerism is done at resident risk.

OLD BUSINESS:

- B3 garage door + B2 main entrance door repairs
- Clough weeders here (finally) 7/25
- B3 lobby fire alarm - battery low, replaced by Hampshire Fire 7/27, they also had to make repairs to the fire panel in B2.

- City backflow testing - of the 9 backflows tested, one failed in CH. GSPH to repair – this was completed on Friday Aug 14th.
- State Non-Profit Business Certificate of Revival application? – Funds have been sent to the state, but no certificate has been received yet.

NEW BUSINESS:

- quote from Charles George Waste Disposal came in at \$1503.50/month, current vendor charges \$903/month. Decision to stay with current company was unanimous.
- pool table surfaced on 8/6/2020 tournament green in color, it was also noted that Unit 54 purchased a cover for the pool table
- vinyl plank flooring by elevators quotes coming by Concord Carpet and our maintenance person. Work to be done in 2021 if passes during 2021 budget meeting in Sept.
- Dryer Vent Wizard to quote cleaning our dryer vent building chimneys – quoted doing either small building @\$2,000. Shelley to contact Webb Dickson to schedule and verify if they will need access to each unit. It was decided to do B1 first. After small building done, Webb will more accurately be able to quote rest of complex and what is involved to confirm pricing.
- It was brought up that there is a child that constantly plays with a remote car in the parking lot. There is concern that the child will be hit by a car because of his erratic movements with darting out onto the roadway to chase the remote toy car.
- Annual Meeting. Chris has scheduled the Church for Oct 22, 2020 for the meeting. Per the Church, the capacity allowed is only 70 people. They have already set up the church to accommodate social distancing. Shelley informed the board that she could borrow a touchless thermometer in order to check temperatures of those attending. ALL attendees will be required to wear a mask. Church requested that no one is to enter the downstairs and that the Association wipe the pews and tables down at the end of the meeting. It was also discussed whether we should be having a face to face meeting. It was offered to also have the option for a Zoom meeting should a resurgence of COVID happen. Chris has the Annual Meeting package ready to go with the exception of the Budget. As per past years, it was requested the board get there for 5pm to set up and that the meeting would begin at 6pm.
- Chris informed everyone that the Fire Alarm Monitoring system will need to be replaced by July 1, 2024. The fire department will provide the equipment and we would have to hire a company to have it installed. What we currently have will be outdated to match the new system used by the Fire Department. Looking to do this in 2022 or 2023.
- Penny reported that there are 6 Dog DNA samples out for testing.
- Penny asked if she could have some assistance in moving a bookshelf out as she is re-organizing the library. It was recommended that the desk be broken up and put in the trash. Shelley to contact Maintenance to help.

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:

- Sept 15 at 10AM (Tue) – final mgt before Oct. Annual Meeting

ADJOURNMENT: It was moved by Chris and seconded by Penny to adjourn at 11:45AM