

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY APRIL 18, 2013**

Present: Stewart Warren - President
 Chris Connor - Treasurer
 Helen Skaleris - Director
 Ann Crossley - Director
 Ric Riel - Director
 Elaine Devlin - Great North Property Management

1. The meeting was called to order at 6:30 PM

2. MAINTENANCE REPORT (Dennis):

- RT Electric – Called back to replace board behind intercom.
- Bldg. #3 Grundfos Pump – Installation completed by Gagne.
- Blower Assembly was replaced.
- Plow Damage – Broken rail down past the mail house.
- Bldg. Stairwells – Too hot... Dennis suggests the installation of a sun filtering film on each stairwell window in all four bldgs.
- Chipmunks – Observed at the end of Bldg. #2 in the area where Tasker filled in the hole.

3. MINUTES:

The February minutes need to be revised to reflect that the Board declined the 12% trash discount offered thru CAA Global, as they are happy with the current trash pick-up with the City of Concord and would rather not disrupt the relationship.

The March minutes do not reflect that change therefore Elaine will send both the revised February and March minutes for approval via email.

4. FINANCIALS:

Elaine gave a summary of the March financials. She will look into the following:

- a. Why do the financials reflect two payments to Currier Cleaning in March (1st & 31st)? The payment on the 31st was for the month of April.
- b. The financials show an additional charge for contamination on the trash invoice. Is this a legitimate charge or is it a duplicate from the month before and the incorrect date on the invoice?
- c. The Handyman repaired the damaged wall (owner backed into it twice) in the garage of bldg. #2 at a cost of \$895. The Board asked if the Association has been reimbursed through the owner's insurance. Elaine stated she that she had received a check and that she would double check to see if it was in fact deposited.

5. OLD BUSINESS:

Reserve Study – Elaine stated that the following three engineering firms will be proposing a cost for a reserve study. Burns & Associates (already submitted a quote), Noblin & Associates and Team Engineering (formerly Criterium-Turner).

School Bus Stop – Elaine told the Board she spoke with Terry Cotty who arranges the routes and schedules for the City of Concord. He stated that he will discuss logistics and other safety factors relative to relocating the bus stop for the new school year in September. He will report back to the property manager in the summer.

Unit #40 Rental (update) – Now that the unit is vacant, ChemDry has steam cleaned the carpets. Helen stated that there have been 4/5 showings to date with 2 more this coming Sunday.

FHA Approval – The questionnaire will be revised to reflect 57 rentals and will also eliminate 30 day delinquencies which will put the Association well within the requirements. Check with Mindy relative to updating the information to the questionnaire. The Board discussed increasing the monthly reserve contribution so that 11% of the total monthly income will be deposited in the reserve account in order to fall within the FHA requirements.

A motion was made by Helen Skaleris, seconded by Chris Connor to increase the monthly reserve contribution by from \$4,934 to \$5,465.

All in favor, the motion passed.

Dog Waste (Bldg. #3) – Due to the amount of dog waste not being picked up by residents at the rear of bldg. #3 and the fact that tracking pets to the owner has proved difficult, the Board agreed that an information form (to include pet information) should be mailed to all residents along with a cover letter. Elaine will send the cover letter to the Board for approval prior to mailing it out.

6. NEW BUSINESS:

Carpet Cleaning – The Board agreed that ChemDry's prices to steam clean the individual units (should a resident take them up on the offer) of \$95 (1-bedroom) and \$110 (2-bedroom) is reasonable. Elaine will type up the notices and post them 2-3 weeks in advance of the scheduled cleaning.

Paving Repairs – NH Blacktop (already quoted) and Bedford Seal Coating will be quoting the paving repairs, crack sealing and line striping.

Fire Safety – Ann Crossley stated that she discussed with the Safety officer from the Concord Fire Dept. He suggested that each building have a representative in the

event of an emergency. Ann said he also stated that door mats were not an issue; however other personal items should not be stored in the Common Hallways.

7. OTHER BUSINESS:

On-site Work Details - Elaine will send Dennis's work details to the Board via email.

Tree Work – The Board agreed that the remainder of the tree that came down during the winter should be removed. Elaine will contact Bill Collins. In addition, there is also another dead tree in front of bldg. #4 that Dennis pointed out. Elaine will have Collins quote to remove.

Annual Yard Sale – Add to May meeting agenda.

8. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be on Thursday, May 30, 2013 at the pool house at 6:30 PM. The owner's meeting is scheduled for Saturday, May 23, 2013 at 3:00 PM.

9. ADJOURNMENT: Meeting adjourned at 9:15 PM.