

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
FRIDAY AUGUST 24, 2012**

Present: Marian Gynan - President
 Chris Connor - Treasurer
 Helen Skaleris - Director
 Susan Mulhearn - Director
 Elaine Devlin - Great North Property Management

1. The meeting was called to order at 9:32 AM
2. **MAINTENANCE REPORT** – Dennis commented on the following:
 - a. RT Electric were called to address the broken sensor at the mail house... the lights have been staying on 24/7.
 - b. New resident of unit #44 attempted to gain access to the club house... the Board agreed that's the fob should be reactivated.
 - c. Dennis recommended the names of a few local plumbers who he thinks should quote the A/C repair/replacement in the club house.

The Board asked that they be copied on all Dennis's emails to Elaine so that they can be in the loop with regards to maintenance issues.

3. MINUTES:

A motion was made by Chris Connor, seconded by Marian Gynan, to approve the minutes of the July 19, 2012 Board of Directors meeting.

All in favor, the motion passed.

4. FINANCIALS:

The Finance Committee had the following comments relative to the July financials:

- a. Line item 66220 – It was noted that the income statement showed an actual of \$6,293.72 however there of all invoices that are paid and was no such entry in the check register report.
- b. Invoices – The FC and the Board would like the financials to include copies of invoices that are paid and represented by monthly actual entries. The invoices will also be stamped received and paid.
- c. Ledgers – The Board asked that the ledgers be sent two (2) days prior to the monthly finance meeting.

5. OLD BUSINESS:

Tasker Landscaping - Elaine presented the spec of the contract sent to Gary Tasker, which reflects the time frame of September 1, 2012 – November 30, 2012, that he is

taking over following the termination of Ultragreen. A signed copy is forthcoming in the mail.

The Board reviewed the task items that were listed following the walk thru with Gary in August and approved removal of a small tree, filling in the hole at the side of building #2 and some irrigation repairs. Other items can wait until the spring.

Poolside Deck/Floor – Elaine stated that she will have the quote for the floor decking for the next meeting.

Painting of Unit Doors, Common Hallway Doors & Stairwell Windows – Elaine has contacted TJ Painting who agreed to charge by the hour. The quote is forthcoming.

6. NEW BUSINESS:

Tags for Bicycles – The Board agreed that ID tags for the bicycles in the racks would help determine who they belong to. There are a few that appear to have been abandoned but at the moment there is no way of knowing. Su Mulhearn will purchase reflective tags at Wal-Mart.

Resident Parking – The Board asked that Elaine email an updated Parking Registration and Owners & Tenants list to each Board member.

Bldg. #4 Intercom – Elaine will call RT Electric and Pro Technologies for pricing to replace the intercom system.

7. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be held on Friday September 21, 2012 at the pool house at 9:30 AM.

The next residents meeting will be held on Saturday September 15th.

The next Finance Committee meeting will be held on September 18th.

8. ADJOURNMENT:

Meeting adjourned at 11:45 AM.