



**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
Thursday, August 22, 2013  
6:30 PM (at Club House)**

**Present:**

Stewart Warren, President  
Chris Connor, Treasurer  
Helen Skaleris, Director  
Ann Crossley, Clerk  
Ric Riel, Director

**Absent:**

Suzanne Sepluveda, Great North  
Jillian Hufnagel, Great North

- **BOARD MEETING CALLED TO ORDER:** 6:38 PM
- **APPROVE MINUTES OF LAST BOARD MEETING:** August 22, 2013, approved
- **MAINTENANCE REPORT (Dennis):**
  - Bldg 3 garage water leak fixed.
  - Bldg 3 drainage - drain pipes clogged with grease and large food chunks, entire bldg 3 drains cleaned - notice to bldg owners to not put grease and food down drains
  - Club House windows - Board approved quote to replace windows in both locker rooms
  - Bldg 2 main copper pipe leak: Board approved quote. Dennis to post notices as entire bldg water needs to be shut off during repair.
  - Bldg 2 boiler repairs: boiler 3 not working, all 6 boilers need PM. Board approved quote. Bldg 3 6 boilers need same service - postponed until next spring.
  - Club house bathroom - repairs to start early Sept. Ric to follow-up.
  - Ventilation for pool supply room: Complete (This is on reserve study for 2013).
  - Sandy +other tree removal - complete
  - Door/Window Replacement - document rules on replacing, send to owners, post on website, Chris working on it
  - Building 1(foyer) & 3 (above garage) windows need to be replaced. On hold.
- **OLD BUSINESS:**
  - Suzanne update Board on water damage in 13 units next Board meeting
  - Fire Hydrant between building 3 and 4 has been fixed
  - Quote from A&M Irrigation received (good price) - On hold until spring
  - Master Insurance Policy discussion w/legal: how to we proceed being proactive w/toilet repairs?
  - Resident Information form: Chris working
  - FHA status: returned due to "old" info, Helen reworking paperwork
  - Paving Project: Board voted to approve NH Blacktop quote. On project schedule.
  - Pest Control: called to remove bees next at bldg 2 (noted by landscaping crew)
  - Rules and Regulations: Chris completed, sent to legal on 8/14. Waiting for response before distribution to all owners and residents.
  - Suzanne: 2014 Budget - when does process start? Schedule meetings?
  - Water & Sewer split - on hold until spring after irrigation repaired
  - Yard Sale: still no response to request for resident to run - on hold
  - Fire/Resident Safety Newsletter - on hold.

**5. NEW BUSINESS:**

- Phone line in club house: Chris to schedule install w/Fairpoint
- Bldg 3: drainage issues, communicate issues with grease/food down drains - put on website, do an e-mail blast, post data - work in process
- Clubhouse Usage: Board to be called when club house is reserved to follow-up with host
- Delinquent Process: Board voted to send notice to legal on 60 days (vs 90 days)
- Owner Annual Meeting - date: Nov 14th, contact: Church, projector, donation

**6. OTHER BUSINESS:**

- **GN Emergency Calls:** Board member needs to be notified when there is an emergency.

**7. EXECUTIVE SESSION -**

**8. DATE FOR NEXT BOARD MEETING:** Resident: Sept 12<sup>th</sup>, Board: Sept. 19th

**9. ADJOURNMENT:** 9:20 PM