

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
THURSDAY FEBRUARY 21, 2013**

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

1. The meeting was called to order at 6:37 PM

**2. MAINTENANCE REPORT (Dennis): None**

**3. MINUTES:**

A motion was made by Helen Skaleris, seconded by Ann Crossley, to approve the minutes of the January 17, 2013 Board of Directors meeting.

All in favor, the motion passed.

**4. FINANCIALS:**

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

- a. Invoice #12121903 Sentry Roofing (12/19/12) in the amount of \$365.00 was meant for Jefferson Place... this should be credited back to Oak Bridge. The Board could not find the credit in the financials.
- b. Why is there a discrepancy in the on-site salary? Elaine explained that Jacki had said that it was due to the fact that this is the beginning of the year. The Board would like clarification on this answer.
- c. On the Prepaid and Delinquent Report, why are the condo fees "reapplied" on some accounts?
- d. What is the cost if any to the association for a bounced check?
- e. Where on the financials does it reflect the condo fee for unit #40?

Contact Atty. Bosen's office relative to timely invoices.

Contact WT Phelan for a copy of the insurance policy for unit #40.

**5. OLD BUSINESS:**

**Siding Bids** – The Board agreed that Elaine should forward the Sentry Roofing bid to Rockland Bank so that loan information can be obtained.

**Banned Dog Breeds** – Elaine contacted WT Phelan... Kevin Kehoe (insurance agent) stated that there are no banned dog breeds relative to condominiums in NH although there is such a list for MA condominiums.

## 6. NEW BUSINESS:

**TRASH DISCOUNT** – The Board agreed to decline the 12% trash removal discount offered by the CAA Global program Great North signed up for due to the fact that they feel the current price the association is paying the City of Concord is fair. They were concerned accepting the discount also may cause a change in the actual vendor. They also agreed they are very happy with the services from Bestway.

**Rules & Regulations** – The Board agreed that the following phrase should be added to Rule #22,

**SNOW REMOVAL:** “In addition, Owners/residents are responsible for removing snow, ice and any accumulation of water from their decks (Limited Common Area) as stated in the By-Laws (pg. 14: Maintenance & Repair by the Owner). Those who do not comply may be assessed a fine”.

A motion was made by Chris Connor, seconded by Stewart Warren to approve the revision.

All in favor, the motion passed.

The Board agreed that the following rule (#32) should be added to the Rules & Regulations:

**DELINQUENT CONDO FEES:** “Unit owners who are more than sixty (60) days past due with their condo fee payments will have their clubhouse privileges revoked (key fob deactivated) with the exception of those who comply with a Board approved payment plan”.

A motion was made by Helen Skaleris, seconded by Chris Connor to approve the new rule.

All in favor, the motion passed.

**Snow Removal** – It was stated that if the horn was being sounded by the plow driver, that residents were unable to hear it, especially those at the rear of bldgs. 2 & 3. Elaine will have Dennis post notices stating residents must move their vehicle or risk getting towed and add that per the By-Laws residents may not instruct the snow plow operator how to do his job.

## 7. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be on Thursday, March 21, 2013 at the pool house at 6:30 PM. The owner's meeting is scheduled for Saturday, March 16<sup>th</sup> at 10:00 AM.

## 8. ADJOURNMENT: Meeting adjourned at 8:55 PM.