

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
TUESDAY JANUARY 16, 2012**

Present:	Bob Boley	-	President
	Sue Mulhearn	-	Vice President
	Carol Cushing	-	Secretary
	Chris Connor	-	Treasurer
	Marian Gynan	-	Director
	Elaine Devlin	-	Great North Property Management

1. The meeting was called to order at 6:12 PM

2. MINUTES:

A motion was made by Carol Cushing, seconded by Chris Connor, to approve the minutes of the December 15, 2011 Board of Directors meeting.

All in favor, the motion passed.

3. FINANCIALS:

The Board had only one concern with the financials and that was the landscaping payments... Elaine explained that she would check with Jacki, but thought the payments had been accrued for so it appeared there had been an extra payment.

Elaine stated that there is a key which is helpful in explaining the abbreviations on the General ledger, and that she will send it to the Board.

Chris Connor will deposit the \$250.00 cash which was payment for the office furniture purchased by an owner from the Association. She will in turn write a check and mail it to Elaine so that it can be deposited as operating income.

Elaine to contact another CPA firm to see if the Association can get a quicker return included on the engagement letter.

Elaine will check with Jacki relative to the revised coupon books.

4. OLD BUSINESS:

GN Updates – Elaine gave a summary of updates from the last meeting.

Dumpster - Elaine was asked to contact Bestway to see if a larger dumpster could replace the existing one between bldg. 3 & 4. She stated that she had spoken with

Bestway about repairs/replacements and that someone is scheduled to come out to Oak Bridge on 1/17/12.

5. NEW BUSINESS:

Salt Pail – Elaine was asked to contact Ultragreen to replace the cracked salt pail at bldg. #1.

Towing Letter - The Board reviewed and approved the towing letter to be mailed out to owners.

Newsletter – Elaine will send out a newsletter to include the following items:

Satellite Dish – must be approved by the Board and cannot be attached to the building and/or roof in any way, shape or form.

Building Entrance Doors – Must be kept shut at all times... security risk.

Elevators – Must not be put on hold for any reason including move in/move out.

Website – Address (www.oakbridgenh.org) and other information relative the new website.

Carpeting – Elaine was asked to obtain three bids to replace the carpets in bldgs. 3 & 4.

Contracts – Elaine was asked to provide the Board with the landscaping/plowing specs.

Neighborhood Watch – Marian Gynan stated that she had met with the new community officer, who went through a list of safety items with her. Marian will coordinate with Dennis relative to signs which may need to be installed.

Maintenance Techs – Elaine was asked to provide an updated owners & tenants list to each of the maintenance techs so that they will have contact information in case a resident is not home when an issue arises.

Treadmill – Elaine to contact Fittrax relative to the treadmill in the fitness room. A resident reported that the computer reading appears to be out of order.

6. EXECUTIVE SESSION:

7. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be on Tuesday, February 14, 2012 at the pool house at 6:00 PM.

8. ADJOURNMENT:

Meeting adjourned at 8:40 PM.