

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
THURSDAY JANUARY 17, 2013**

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

Absent Marian Gynan

1. The meeting was called to order at 6:40 PM

2. MAINTENANCE REPORT (Dennis):

- a. Boiler room not dehumidifying. Called Al Terry... they pumped in 8lbs. of Freon.
- b. Wet ceiling tile in the pool area came down... filter needed to be changed.
- c. Door (around knob) on unit #82 needs to be painted... Dennis will take care of it.
- d. Dennis will paint the trim around all the fire doors.
- e. Bldg. #4 light fixture hanging from the ceiling on the 3rd floor... Dennis will take care of it.
- f. The dumpster door by bldg. #2 doesn't lock... Dennis will address.
- g. Bldg. #3 water heater (behind the new one) is leaking and needs to be replaced. Gagne presented a quote to remove and dispose of the old one and install a new one (warranty)... labor & materials \$1,220.00.
A motion was made by Helen, seconded by Chris to approve the quote.
All in favor, the motion passed.
- h. Follow up with Gagne on work at unit #46 relative to who is responsible for work.

3. MINUTES:

A motion was made by Chris Connor, seconded by Sue Mulhearn, to approve the minutes of the October 18, 2012 Board of Directors meeting.

All in favor, the motion passed.

4. FINANCIALS:

Elaine gave a summary of the December 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.
- b. Ask Jacki why the \$70K transfer was made to account 69150 and not 69100 (Capital Reserve).

5. OLD BUSINESS:

Siding Bids - Elaine will ask the bidders for information relative to siding shakes.

Parking/Info Sheets – The Board agreed that the info sheet with everything on it should be the one used to track information regarding parking, emergency contact(s), pets, etc.

Elaine will contact the insurance agent at WT Phelan and ask him to provide a list of dog breeds that are banned from condos due to the fact that insurance providers will not cover these breeds and the potential for liability to the dog owner and/or the association.

Dryer Vent Cleaning – Elaine has scheduled with Northeast Ventilation to clean the dryer vents beginning January 30th... the process should take approximately a week and a half.

6. NEW BUSINESS:

Board of Directors – Stewart Warren has volunteered to fill the position vacated by Carol Cushing.

A motion was made by Helen, seconded by Sue to appoint Stewart effective immediately.

All in favor, the motion passed.

7. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

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

8. ADJOURNMENT: Meeting adjourned at 8:50 PM.