

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
THURSDAY JULY 19, 2012**

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

1. The meeting was called to order at 6:00 PM
2. **MAINTENANCE REPORT** – Dennis commented on the following:
  - a. Comcast techs keep forcing the cable room door and as a result have damaged it. Dennis has put a notice on the door that advance notice must be given.
  - b. Soliciting is becoming a problem.
  - c. Bldg. #3 strike plates had mysteriously gone missing.
  - d. Bldg. #1, 3<sup>rd</sup> floor... 3 ceiling lights were hanging loose... will repair.
  - e. Kick plates will be installed on interior doors when Dennis has time.
  - f. #97 – former tenants (no longer reside at Oak Bridge) were reportedly seen disposing of personal items in the dumpster on two occasions. Their vehicle (white GMC Sonata w/ILL. Plates 84963P) was seen on the property.
  - g. John Blanchard aka The Handyman quoted \$1,200 - \$1,500 to repair the oak Bridge entrance sign.

**3. MINUTES:**

A motion was made by Carol Cushing, seconded by Helen Skaleris, to approve the minutes of the June 21, 2012 Board of Directors meeting.

All in favor, the motion passed.

**4. FINANCIALS:**

There were no concerns with the June financials.

The Board asked of the status on the audit. Elaine explained the CPA was trying to determine who exactly owns unit #40, and has been corresponding with Atty. Mulligan & Jacki Serrine (GN). Elaine will follow up.

The Finance Committee would like copies of the Water & Sewer and Electric bills for the last two (2) years, and if possible copies of all invoices paid January and February of the previous year.

**5. OLD BUSINESS:**

**Elevators** – Zerba Flooring & Carpeting installed tiles in both elevators and disposed of the old carpeting.

**Poolside Deck/Floor** – Elaine stated to the Board that she spoke with someone about sealing the pool deck and that a quote would be forthcoming. Status Quo.

**Re-stripping of Parking Lot** – Elaine stated that she was following up with NH Blacktop, and would also obtain an additional quote.

**Painting of Unit Doors, Common Hallway Doors & Stairwell Windows** – Elaine stated that she had contacted Matthew Strickland of Image for You Painting, and that he insisted his quote was \$50.00 per door and not \$25.00 per door that Dennis had informed us. Elaine will get an additional quote.

The Board agreed that all doors should be painted.

**Carpentry Work** – The Board approved and signed the quotes for a few projects to be addressed by The Handyman (John Blanchard).

**Siding** – The Board agreed that in lieu of fixing nails and spot repairs, it would be prudent to save money and put towards replacing the siding next year, beginning with one building per year.

**6. NEW BUSINESS:**

**Violation Letters** – Letters have not been going out in a timely manner. Elaine will resume this task and will send the past due violation letters out in the mail tomorrow (July 20<sup>th</sup>). Copies will be sent to the Board.

**Hot Tub - Table for now.**

**Leases** – The Rules & Regulations will be modified in that an additional paragraph will state that leases must be provided (per the By-Laws) to the management company within thirty (30) days of a new tenant moving in.

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

The next Board meeting will be on Thursday August 15, 2012 at the pool house at 6:00 PM.

**8. ADJOURNMENT:**

Meeting adjourned at 8:11PM.