



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
Thursday, July 18, 2013
6:30 PM (at Club House)**

Present:

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

Suzanne Sepluveda, Great North

Absent:

Jillian Hufnagel, Great North

1. BOARD MEETING CALLED TO ORDER: 6:30 PM

2. MAINTENANCE REPORT (Dennis):

- Quotes on floor drains for Club House bathrooms and shower rooms.
- Ventilation for pool supply room. Reserve study called for this to be done.
- Building 1 (foyer) & 3 (above garage) windows need to be replaced.
- Working on several quotes.
- Dennis to get roofer out to look at leaks
- Paving companies working on quotes
- Building 2: main copper pipe leak needs to be fixed, need to drain systems to repair. Dennis getting additional quotes. Need to fix before heating season. Pressure valve needs to be replaced. Need to replace boiler not working, pilot light out, getting quotes to replace burners – would save us money on gas with high efficiency burners.
- Collins to remove Sandy trees. Dennis will follow up.

3. APPROVE MINUTES OF: June 20, 2013 Board Meeting, after changes agreed on, Ann moved to accept June 20, 2013 meeting notes with changes, and Stew second, all in favor.

4. OLD BUSINESS:

- 11 water leaks (due to toilets) discussed
- Fire Hydrant between building 3 and 4; damage from plow, Tasker Landscaping to pay City of Concord for repair before City does repair.
- Irrigation still waiting on quotes
- Master Insurance Renewal, letters have been sent.
- Reserve Study, part of bid included study being presented to the board, can Team Engineering present at annual meeting.
- Schedule Annual meeting prior to Thanksgiving. Present the Reserve Study at meeting if Team Engineering can come.
- Resident Information form in progress
- Scheduled meeting Tuesday with new attorney.
- School Bus stop will be moved to Mayflower St. where HS now picks up.
- Entrance lights damaged by school kids, still need to be repaired.
- FHA status; need fiduciary insurance information. Also need tax ID number.
- Paving/No Parking Fire Lane Lines; Asphalt Solutions, quote to be broken down into 4 segments: 1- repair pot holes and replace/repair north side front of building 3, 2 - sealing cracks, 3 – resurfacing,

4 – painting of lines for parking and fire lanes. Have 2 quotes in and expecting two others. Need to do before winter. Make sure all bids quote the same items. Email quotes to the Board.

- Fire/Resident Safety Newsletter – on hold.
- Toilet Leaks: email owners about recent leaks.
- Post notice about new Broadcast email system, Owners and Tenants please register your email with Great North and Oak Bridge. Need Emergency contact information on file also.
- Pest Control: Bees & Hornets, ants in locker room, we pay monthly but have not seen anyone service us. Suzanne to contact Advanced Pest Control about treatments to exterior for bees and ants.
- Yard Sale: no response to request for resident to run.

5. NEW BUSINESS:

- GN Emergency Call Process: Procall pages maintenance person on call, maintenance person calls back the unit owner/tenant to get details, the on call maintenance person will call Suzanne when it is a major emergency (water) and will call appropriate vender / plumber. Board wants to be informed of major emergency calls either by email, text or phone. Can the Board be shown where the water shut offs are located.
- Board to be copied on Bills and Quotes, can be uploaded to GN Connect so available to board members. Suzanne to make sure this is done.
- Rules and Regulations: Chris working on.
- Handyman Paid
- Water & Sewer split on hold
- Change combination on lock box. Change every January 1st.
- Building Security: We cannot control who has keys to buildings as unit owners and tenants can have keys made randomly.

6. OTHER BUSINESS:

- Rules on issuing hanging tag: \$25 dollar fee to replace, after fee is paid replacement tag is mailed return receipt. Save postage by handing out tag directly to Unit Owner.

8. DATE FOR NEXT BOARD MEETING: Thursday, August 22, 2013, Suzanne will not attend.

9. ADJOURNMENT: Chris move to adjourn, Stew 2nd, all agree, 8:43 P.M.