

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
THURSDAY June 20, 2013
6:30 PM (at Club House)**



In Attendance: Stewart Warren, President
Chris Connor, Treasurer
Ann Crossley, Director
Ric Riel, Director
Helen Skaleris, Director
Suzanne Sepluveda, Great North

Absent: Jillian Huffnagel, Great North

BOARD MEETING CALLED TO ORDER: 6:37 PM

APPROVE MINUTES OF: May 30, 2013 Board meeting = Helen moved to approve May's minutes with minor changes. Second by Ann. Minutes approved with changes.

MAINTENANCE REPORT (Dennis):

- **Club House Fire Alarm Panel** - line from bldg 3 shorts out due to wet weather, nothing we can do but wait for it to dry, replacing line from CH to B3 too costly, Dennis knows how to shut off alarm when/if happened again.
- **Pool Heater Coils** - only 6 months old (still under warranty), pool will be cool until repairs complete (few weeks). Need to research why coil only lasted 6 months.
- **Pump House Water Leak** – a/c unit for upstairs froze, Al Terry added 5 lbs. of coolant after unit thawed, seems to be ok now, Dennis will keep watch.
- **State Inspection of Pool + Hot Tub** – hot tub was perfect, pool low in chemicals, Dennis noted computer sensor read perfect, state inspector suggested sensor on computerized head may be broken which caused chemical imbalance, Dennis will replace.
- **Bldg 3 Leak** – emergency call and fix by Al Terry when major leak uncovered in Dennis' absence, parts replaced and leak fixed.
- **Bldg 3** – a unit has been leaking for sometime into garage, unit owner needs to fix broken shower stall tiles. Susanne to call unit owner regarding expediting fix.
- **Bldg 3 Hot Water Breaker** – no hot water in bldg 3 lead Dennis + Al Terry to uncover hot water breaker was defective, immediately repaired.
- **Bldg 3 Heat Burner** – 5 out of 6 working, need to repair before winter, Al Terry will quote.
- **Bldg 2 Short Pipe Leak** – Gagne quoted, waiting for Dennis to return, Dennis will contact Al Terry and DK Webster for additional quotes.
- **Bldg 3+4 Fire Hydrant** – possibly damaged by plow this winter, Susanne to call Tasker, needs to be fixed, not an emergency as still works, City of Concord will repair for a price, we need to add/move hydrant tall flags to be more visible.
- **Bldg 3 Structure Repairs** – Corriveau (structural engineers) fixing 4 support beams on building, Handiman + Corriveau quoting to fix other beams + decks, need to bring in cement truck to finish footings.
- **Bldg 3 Squirrels** – Dennis will put cayenne pepper in hole to get rid of squirrels, Corriveau will close hole after squirrel gone. Susanne to make sure Corriveau knows of this repair.
- **Bldg 2/3/4 Hallway Wallpaper** – Dennis recommends fixing wallpaper where needed, Susanne will get quote, we have spare wallpaper rolls so only labor needed
- **Landscaping** – can Tasker clean front of mail hutch and left around corner toward bldg 3 next pass? Susanne to contact Tasker.
- **Tree Removal** – Bill Collins to remove 5 trees (as quoted and approved) Friday 6/21
- **Bldg 4 Edit Sign** – needs fixing from last unit move in/out, Irvine side, Dennis to repair.
- **Irrigation System Repairs** - Turf Titan and A and M to quotes, need to repair so we can turn on irrigation
- **Exterior Lights** - a few out (Bldg 1 & 4), on list for repair.

FINANCIALS:

Discussed in executive session.

OLD BUSINESS:

- **Tasker Quote** – additional cleaning behind club house, plus (see quote), Stew moved to put on hold. Second by Ann, Approved.
- **Landscaping** – Stew will get list and plan for perennial plants for entrance sign (only) from Carol, Board approved to purchase, landscaping committee will plant.
- **Master Insurance Policy Renewal** – Ric moved to confirm 1 year renewal of master policy with MiddleOak and send out Phelan letter to all unit owners and renters, second by Ann, monthly policy premium 4% increase starting July 1st (approx. \$215/month), recommending unit owners increase insurance from \$5k to \$10k (spelled out in letter)
- **Club House Bathroom Flooring** - 3 quotes in (Zerba, Concord Carpet, Corriveau), Helen moved to approved Concord Carpet quote, second by Stew, all approved, Ric to contact to change replacement of baseboard from wood to vinyl edging, Susanne to get quotes from DK Webster, Gagne and Al Terry for drain + toilet repairs, Susanne (with Dennis) to co-ordinate plumber and carpet people
- **Resident Info Form** - due to dog waste issues and lack of current unit data, send out unit info forms to be filled out/deposit in new OB drop box inside mail house, Chris requested complete changes to rules & Regs – add signature area owners/residents have read + understood updated Rules & Regs and all club house rules – send out with unit info form as a package, all approved, Chris to incorporate all Board changes and compare with By-Laws, send out via PO mail.
- **New Legal Council** – Eric given all materials and e-mails from Chris Mulligan to take over legal representation, he is already indicating past/current issues to be addressed, Susanne will get schedule from Eric as to when can meet with Board (free meeting).
- **Reserve Study** - Team Engineering to begin study 6/25, Dennis to escort
- **School Bus Stop** - Terry Cotty has advised the request was noted and under advisement. = GN will also draft letter from Board to City requesting move of bus stop focusing on safety concerns of children and residents, Board approved wording in letter, Susanne to send letter to Terry Cotty and Concord Superintendent, goes before School Board sometime in July.
- **No Parking Signs** – to be installed along both sides of entrance/exit lanes
- **Unit #40 Rental** - unit still vacant, we have a potential renter application
- **FHA Approval** - pending, outsourced to company, company will send a list of what they need to process
- **ChemDry Carpet Cleaning** - feedback was not great, Wayne of ChemDry will Suzanne onsite 6/21 to review.
- **Paving Repairs** - NH Blacktop (have quote) and Bedford Seal Coating (will be quoting) the paving repairs, crack sealing and line striping, on HOLD until Reserve Study completed.
- **Fire/Resident Safety Newsletter** - Board to send Helen inputs, Helen to compose including many safety topics
- **No Parking/Fire Lanes** – Part of Paving Repairs (above), on HOLD until Reserve Study complete.
- **Pest Control Contract** – Susanne to get Board contract, no one has seen him on-site for months.
- **Otis Contract** – let's get other quotes to see if we can do better as very expensive? On HOLD
- **Building #2 Handicap Ramp** – Veteran's will build for free, City wants it commercial grade, unit renter must reside at OB permanently for Veteran's to build at no cost, unit renter could not commit to permanent residence, no go.
- **Annual Yard Sale** – Ann to post signs asking for residents to come forward and organize, not to be organized by Board. Chris to add to website.
- **Spring Walk-thru** – rescheduled to be done when reserve study done (6/25)

NEW BUSINESS:

- **Rules & Regulation** – Ann + Chris worked on updates, waiting for more Board reviews and approval, Chris to compare By-Laws to Rules & Regs to make sure everything matches.
- **Water + Sewer Split** - Chris, split irrigation system from sewer, A and M to look at system and quote repairs through Gagne.
- **Building Security** - too many people have keys or know lock box combo, concern for safety/security, Dennis to change lock box combo number
- **Flowers at Entrance + Club House** - not in contract, landscape committee to give Board plan for perennials, Stew to get list from Carol, Board approved cost prior to list stating would not be that expensive

- **GNConnect** - how to make Board friendly (reports/data), can owners use now or just Board? Cost to OB to continue to use, can Board update resident data? ON HOLD
- **New Violation Process** - Chris, correct/update and distribute to Board/PMs for review, tabled until after new Rules & Regs and unit info forms go out.

OTHER BUSINESS

- **Lawyer (Eric)** – Susanne to make sure he focuses on units with high delinquency or foreclosure
- **Rules & Regs** – ask legal/Eric: recommend age of people allowed to entire exercise room (regardless of adult supervision).

SET DATE FOR NEXT BOARD OF DIRECTORS MEETING – July 18th, no resident meetings Jul + Aug summer break

ADJOURNMENT – 9:28 PM