

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
TUESDAY MARCH 20, 2012**

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

1. The meeting was called to order at 6:15 PM

**2. BOARD APPOINTMENT:**

Susan Mulhearn resigned from the Board on March 1, 2012. A motion was made by Marian Gynan, seconded by Carol Cushing to appoint Helen Skaleris to the vacant Director's position.

All in favor, the motion passed,

**3. MINUTES:**

A motion was made by Chris Connor, seconded by Marian Gynan, to approve the minutes of the February 14, 2012 Board of Directors meeting.

All in favor, the motion passed.

**4. FINANCIALS:**

There were a few concerns with regards to the February financials:

Rug Cleaning – was only budgeted for one cleaning this year... going forward, make sure to budget for two cleanings.

Line Items – Previously, the invoices for fitness equipment were coded to Miscellaneous Expense (68060) and clubhouse maintenance was coded to the Maintenance line item (65450). These two items are now and should be continued to be coded to the Clubhouse line item (67210).

2011 Taxes – Elaine was asked to contact Jacki and ask her to provide a copy of the 2011 taxes.

**5. OLD BUSINESS:**

**Key Fobs** – Pro Technologies met with Dennis and figured out the software was not compatible with the new batch of key fobs that were recently ordered. Instead, we now have another key fob which is compatible. If the new existing key fobs are much more

expensive the Board will decide if the replacement cost should be increased. Elaine will notify the Board when the invoice comes in.

**Carpet Bids** – Elaine stated that the bids are in process. To date, Steve Zerba of Zerba Carpeting & Flooring has come out to measure. We are still waiting for bids from Spectrum Flooring and Holmes Flooring.

**Elevators** - Dennis posted notices that the elevator will be down in bldg. #3 for 24 hours on 3/22 due to repairs being performed by Otis elevator.

**Poolside Deck/Floor** – Elaine reported that L&R Pools stated that the pool decking need not be sealed. The Board asked her to look into finding out how the pool deck is cleaned.

## 6. NEW BUSINESS:

**Elevator Floors** – Elaine informed the Board that following the recent incidents relative to dogs urinating in the elevators, an owner came to her with the idea of replacing the carpets in the elevators with tiles. The Board agreed that this would be a good idea and asked Elaine to check with Otis Elevator before getting a price.

**FHA Approval** – Elaine stated that she is assisting a realtor (Renee Duval) with the process of getting the Association FHA approved, and cautioned that the number of delinquents could be a deciding factor (15% of owners is the limit). Elaine will continue to update the Board on any progress that is made.

**Life Safety** – Marian Gynan met with the Life Safety officer from the Concord F.D. He told her that because there isn't a life guard at Oak Bridge, there is no need for a back-board. The Board agreed to donate the back-board to the fire department. He also told her that residents using the pool should have their cell phones nearby at all times.

**Gas Grills** – The Life Safety Officer noted that gas grills must be pulled out at least ten feet (10') from the building when being used. He also instructed that propane tanks must be stored outside and not in the garages. Elaine will include this information in the April newsletter.

**Escape Ladders** – The Life Safety Officer recommended that residents not use escape ladders as they are only made to carry up to 150 lbs. There are sprinklers and fire doors in the buildings so residents should be able to get out through the Common Hallways. If residents are trapped in their unit it is recommended that they put a wet towel in front of the door. Residents who need priority assistance i.e. those who are bedridden, wheelchair bound, on oxygen, etc.), should call the fire department to let them know their information and location. Elaine will include this information in the April newsletter.

The Life Safety Officer suggested curbing or something similar to prevent emergency vehicles from driving on the grass. The Board stated that they would try to think of something for the next Board meeting.

**Landscaping** – The Board asked Elaine to get a price for loam and seed for the bare patches of lawn that have eroded. She was also asked to check the contract to see if mulch is included, and to ask for a recommendation for drainage issues that are prevalent in some areas.

**Newsletter** – The following items are to be included in the April newsletter:

- a) Accomplishment column (Chris Connor)
- b) Reminder to owners that meeting minutes are available to read on the OB website.
- c) Date for Saturday Owners/Resident Meeting prior to BOD meeting... 10am -11am.
- d) Document process of violation letters & fines.

**7. Pool closing schedule:** Mondays & Tuesdays – Chris; Wednesday & Sunday – Carol; Friday & Saturday – Bob; Thursday – Helen.

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

The next Board meeting will be on Tuesday, April 17, 2012 at the pool house at 6:00 PM.

**9. ADJOURNMENT:**

Meeting adjourned at 8:25 PM.