

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
TUESDAY MAY 22, 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 6:12 PM

**2. MINUTES:**

A motion was made by Carol Cushing, seconded by Marian Gynan, to approve the minutes of the April 17, 2012 Board of Directors meeting.

All in favor, the motion passed.

**3. FINANCIALS:**

The Finance Committee did not meet so Elaine gave a summary of the April financials. There were no concerns.

**4. OLD BUSINESS:**

**Violation Procedures** – Elaine will send Brandie the spreadsheet so she can enter the fines on the ledgers. Things are going well otherwise.

**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.

**Unit #40 A/C** – Dennis Levasseur said he discovered from the tenants that the heat had been on all year, so for the time being he will monitor the A/C unit to make sure it is in fact working, instead of replacing it with a new one.

**FHA Approval** – The Board asked Elaine to find out if former delinquent owners are counted on the arrears list or just current owners. If they do not count, Elaine will resubmit the list minus former owners.

**Pool Signage** – Dennis will obtain two large signs (to contain pool & hot tub rules) from Staples.

**Re-striping of Parking Lot** – Elaine will follow up with NH Blacktop for the quote to restripe the lines in the fire lanes & parking spots.

## 5. NEW BUSINESS:

**Painting of Unit Doors, Common Hallway Doors & Stairwell Windows**– Elaine will send the quote from Ted Donovan and follow up with Image for You Painting to submit his quote.

**Wood Rot** – The Board agreed that a quote should be obtained to replace the wood rot and replace nails with screws.

**Landscaping** – Corriveau-Routhier are scheduled to deliver the large rocks which will be placed around the perimeter of the front of building #3. Both pallets will be deposited next to the dumpster between bldgs. #3 & #4. The delivery will be coordinated with the loaming & seeding.

Elaine will follow up with Bill (from Ultragreen) relative to the following items:

Irrigation – Bldg. #2 has a leak in the main line.

Mowing – Have not mowed behind bldg. #4 in two weeks.

'Skunk" Hole – Large hole under the left side of Bldg. #2, which needs to be filled in.

**Oak Bridge Sign** – Dennis has been not yet repaired the lattice next to the sign at the property entrance. It is to be repaired ASAP.

**Elevator Floors** – Steve Zerba (Zerba Flooring) is scheduled to tile the elevator floors some time during the first two weeks in June.

**Boiler Quote** – Elaine will contact Al Terry to see if they can come down on their quote to replace the boiler in bldg. #2.

**Pro Technologies Quote** – Pro Technologies submitted a quote to repair the intercom system in bldg. #4, in the amount of \$525.00.

A motion was made by Marian Gynan, seconded by Carol Cushing to approve the quote.

The motion passed, all in favor.

**New Tenant Policy** – The Board agreed that when a new tenant moves in to a unit, the owner will have thirty (30) days to submit an information form and parking registration form, as well as a copy of the lease. Failure to do so will result in a key fob deactivation.

**Side Note** – Every owner should be issued 1 hanging tag.

**Ultragreen Quote for Loaming & Seeding** – Ultragreen submitted a quote for the loam & seed in the amount of \$950.00. This includes labor.

A motion was made by Chris Connor, seconded by Carol Cushing to approve the quote.

The motion passed, all in favor.

**GN Connect** – Bob stated that the delinquency list was listed alphabetically by name and not listed by unit # as in Jenark. Elaine will ask Justin if this can be changed.