



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

In attendance:

Chris Connor, Treasurer
Helen Skaleris, Director
Ann Crossley, Director
Ric Riel, Director
Suzanne Sepluveda, Great North
Jillian Huffnagel, Great North

Absent:

Stewart Warren, President

1. BOARD MEETING CALLED TO ORDER: 6:46 PM

2. APPROVE MINUTES OF: April 18, 2013 Board meeting = Board needs time to review minutes and approve. A brief discussion was had by the board requesting minutes further in advance and to discuss who is responsible for taking minutes. It was agreed that Jillian from GN would take minutes for the May meeting and after that the board members would alternate minute taking each month. It was also described that minutes should be brief overviews of discussions, not long and detailed descriptions of every issue.

3. MAINTENANCE REPORT (Dennis not in attendance)

1. **Garage Cleaning** - Table until after Reserve Study.
2. **Irrigation System Repairs** - Suzanne to compare request quote from Turf Titan and Tasker to compare to A&M estimate. A&M needs to fix broken sprinklers = Suzanne to contact them.
3. **Exterior Lights** - HOLD repairs until Dennis returns from vacation.
4. **Gagne proposals** - Board feels proposal to repair broken/leaking heat coil is most important. GN to contact Kevin Gagne for his opinion and to move forward with coil replacement as needed. All other proposals can wait until after Dennis' return.
5. **Building 1, 2nd floor Fire door not closing** – Dennis to address after vacation.
6. **Decks/Support Beams** – Corriveau (structural engineer) proposed to immediately repair building 3 support beams that were safety concerns. Motion to accept Corriveau's bid was made by Helen. Second by Ric. All in favor. **Motion Passed**. Suzanne to schedule ASAP.

4. FINANCIALS:

1. **Tax Bill** - All payments are current = Closing issue.
2. **April** unit specific issues were discussed in executive session.

5. OLD BUSINESS:

1. **Club House Bathroom Flooring** - 3 quotes in process (Zerba, Concord Carpet, Corriveau)
2. **Reserve Study** - A motion was made by Ric to award bid to Team Engineering. Second by Helen, All in Favor. Motion Passed. GN to schedule study immediately (3-4 week process).
3. **School Bus Stop Move** - GN will draft letter from Board to City requesting move of bus stop focusing on safety concerns of children and residents.
4. **FHA Approval** - Still pending. Table. Discuss at next meeting.
5. **Dog Waste/Resident Info** - Board agrees to update unit info form with emergency contacts, pet info and vehicle registration. Board will update form for review.
6. **ChemDryCarpet Cleaning** - feedback was not great, possibly due to poor weather & tracking in rain/mud & that carpet is old, some stains won't come out. Wayne of ChemDry will be asked to meet Suzanne onsite soon to review carpets.

7. **Paving Repairs** - Paving quotes had previously collected by Elaine are on HOLD until Reserve study is complete.
8. **Fire Safety** - Board will create a safety notice including many safety topics.
9. **No Parking/Fire Lanes** - On HOLD until Reserve Study is complete (June).
10. **Tree Work** - quote from Bill Collins was collected previously by Elaine. Newly requested estimate is being generated with list of other trees that need to be removed. Dennis and Bill met onsite week of May 27th.
11. **Pest Control** - due to long list of other projects that are more pressing, it was decided that Dennis would start by sprinkling cayenne pepper in attic to ward off pests (squirrels). Kevin Corriveau will be asked to patch holes when onsite working on support beams.
12. **On-site Work Details** - Dennis' work details are being provided in the monthly board packets.
13. **Contracts** - provided in board packet.

6. NEW BUSINESS:

1. **Master Insurance Policy** - quotes in process (expiring 7/1/13).
2. **Water + Sewer Split** - Chris, split irrigation system from sewer, update, waiting for quote from Gagne, will he lower price of installing outside faucets Bldg 2+3 if done at same time. Repairs to irrigation system to be done first. = unable to fully discuss due to time restraints.
3. **New Violation Process** - unable to fully discuss due to time restraints
4. **Newsletter** - Board discussed redundancies and opted for more specific mailers on pet policy/safety for now.

7. OTHER BUSINESS

1. **Update Rules and Regs** - small committee to review and propose changes to R&R.

8. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING

9. **ADJOURNMENT:** Motion to adjourn made by Ann, second by Ric. Adjourned at 8:56 PM