



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES**

**Tues, October 15, 2013
6:30 PM (at Club House)**

In Attendance: Chris Connor, Treasurer
Helen Skaleris, Director
Ann Crossley, Director
Ric Riel, Director
Suzanne Sepluvada, Great North

Absent: Stewart Warren, President

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

2. APPROVE MINUTES OF LAST BOARD MEETING: Chris motioned to accept the meeting notes of September 26, 2013, all in favor.

3. MAINTENANCE REPORT (Dennis)

- Clarify two estimates from Gagne Plumbing for building 2 concerning expansion tank bladder. Hold off on expansion tank bladder, will be fixing leaking relief valve and extend pipe.
- Waiting for estimates for replacing burners.
- Building 2, replace 3" heat pipe still waiting to be done, Gagne keeps rescheduling. Will not affect many units. Dennis to check.
- Gagne to do maintenance of building 2 heat boilers and repair boiler not working.
- Quotes on repair of Support Beams: waiting from Corriveau + Handyman – no quotes yet.
- EMERGENCY ACCESS to all doors, utility closets, any locked area after hours and on weekends - All Board members need master key to have access if called by customer service.
- Reset timer lights when daylight savings ends.
- Lock box change combination: Dennis feels there are no abuses and no need to change.
- Handyman need to complete work on: Building 1 (foyer) and Building 3 (above garage). Building one exterior complete waiting on interior. Building 3 on hold until paving complete as lift needed.
- Door/Window Replacement - document rules on replacing, document decision on sills then send out to all owners.
- Update on clubhouse bathrooms.
- Handyman: replace privacy/support beam covers quoted. On hold until after winterized study by Harvard Mgmt.
- Great North has not contacted Dennis concerning management change.
- Drain pipe connection on building 3, left of main door needs to be replaced.
- Dennis needs more garage parking door cards.
- Let Dennis know about exterior lights that are out.

4. OLD BUSINESS:

- Suzanne update Board on
 - a. Suzanne emailed spread sheet on water damage to board members
 - b. Reserve Study, part of bid included study being presented to the board, can Team Engineering present at annual meeting? Suzanne send email.
 - c. Violations: implement consistent + fair process for checking on deck/patio/parking violations. Suzanne to do during building walk-thrus. Suzanne to notify Board when on-site.
- Master Insurance Policy is in place until July 1, 2014.
- Suzanne recommends drawing up letter concerning toilet repairs. May want to include dryer vent and washer hoses. Unit owners to show proof of proper repairs being done.

- FHA status: no new information.
- Paving Project: NHBlacktop. Status; coming back to put in speed bump and clean up. Returning October 22 to finish crack sealing with rain date the 23rd. Send phone blast on Friday. No vehicles on property while crack sealing being done.
- Rules and Regulations + Unit Info Form/cover letter: Unit info form complete and sent to Harvard. Rules and Regulations gone to legal to be registered with Merrimack County.
- Change combination on lock box – no abuse of access – not necessary to change
- 2014 Budget – Board met for work session. Great North to forward information to new management company.
- Yard Sale: no response to request for resident to run - on hold until next Spring
- Fire/Resident Safety Newsletter - on hold
- Club House - Dennis phone for outgoing calls locked in computer room.

5. NEW BUSINESS:

- Two units had items removed from their vehicles. Send broadcast out to warn residents and remind to lock cars.
- Bldg 3: drainage issues, communicate issues with grease/food down drains – put on website, do an e-mail blast, post data.
- Raise cost of replacing fobs, garage access cards + hanging parking tags from \$25 to \$75 each - effective Dec 1st with new mgmt company – announce at ANNUAL MEETING
- Clubhouse Usage:
 - a. Board to be called when Club House is reserved to follow-up with party, Suzanne notify GN customer services of new process
 - b. Re-opening party when complete to be scheduled if time permits
 - c. Club house not available for private parties until bathrooms repairs complete.
- Delinquent Process: Board voted to send notice to legal on 60 days to decrease collection time.
- Owner Annual Meeting - date: Nov 14th, contact: Chris has contacted the Church and will get projector.
- Nomination letters have been mailed.
- Proxies to be mailed.
- Bi-Yearly Carpet Cleaning. Chris motioned to approve, Ric Second, all voted in favor.

6. OTHER BUSINESS:

- **GN Emergency Calls:** Board members need to be notified. Have on call maintenance contact a Board member about emergency calls.

8. DATE FOR NEXT BOARD MEETING: Will be after our annual meeting Thursday, Nov 14, 2013.

9. ADJOURNMENT: 8:30 pm