

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING MINUTES
FRIDAY, SEPTEMBER 21, 2012**

Present: Marian Gynan - President
 Chris Connor - Treasurer
 Helen Skaleris - Director
 Susan Mulhearn - Director
 Elaine Devlin - Great North Property Management

1. The meeting was called to order at 9:40 AM
2. **MAINTENANCE REPORT** – Dennis commented on the following:
 - a. The hot tub (“Hot Springs Grande”) was installed by Abundant Life. Elaine will call them to see if the warranty is still good.
 - b. A&B Locksmith will be installing locks on the side access doors of both garages. At the moment there are none which is a safety hazard.
 - c. John Blanchard aka The Handyman will be back on site the first week of October to address the issues with units #31 & #25.

3. MINUTES:

A motion was made by Chris Connor, seconded by Helen Skaleris, to approve the minutes of the August 21, 2012 Board of Directors meeting.

The motion passed, all in favor.

4. FINANCIALS:

The Finance Committee had one concern with the August financials and that was to re-class an invoice which was inadvertently coded to line item 63300.

Elaine will contact Brandie and have her remove past due amounts of \$5.00 or less from the ledgers and refund credit amounts of \$50.00 or less to the respective owners.

#40 Taxes – Elaine will call the City of Concord and ask them to send the past due tax invoice, now that it has been confirmed that the Association does in fact own the unit outright.

2011 Review – Barbara Pine has some questions for Jacki Serrine, which will be emailed via Elaine.

Reserve Study – The Board asked Elaine to find out how much a reserve study would cost the Association so that it can be included in the 2013 budget.

5. OLD BUSINESS:

Poolside Deck/Floor – The quote from Pool Plastering Plus to seal the pool deck was \$2,000.00... the Board agreed to table this for now.

Painting of Unit Doors, Common Hallway Doors & Stairwell Windows – The Board agreed that Tom Jenkins having a crew and charging by the hour would be more cost effective. Tom asked that it be scheduled in the fall so he could finish up his outdoor projects.

Clubhouse A/C Unit – The Board reviewed the three proposals to replace the clubhouse A/C.

A motion was made by Chris Connor, seconded by Sue Mulhearn agreed that Gagne Plumbing & Heating should do the installation for the proposed amount of \$6,950.00. In addition the Board agreed that Gagne would also replace the hot water tank in bldg. #3 with a new one and repair the circulator pump in bldg. #2.

The motion passed, all in favor.

Bldg. #2 Gutter – Elaine was asked to contact the residents of unit's #65 & #69 and #87 to ask if they have an unusual amount of rainwater running down their windows. Sentry Roofing had stated that there is a gutter to the left of these units that had pulled away, which he plans to re-attach.

6. NEW BUSINESS:

Trash Containers – Elaine explained to the Board that Bestway Disposal Services had been in touch to say that Oak Bridge had never purchased the existing recycling containers several years back and that the cost to purchase new containers for the Association would be \$1,400.00 each. The Association could also lease Bestway's containers for \$300.00 per month.

The Board agreed it would be more cost effective to purchase the containers.

A motion was made by Helen Skaleris, seconded by Sue Mulhearn to purchase the three recycling containers for a total cost of \$4,200.00

The motion passed, all in favor.

2013 Budget – Elaine went over the draft budget line item by line item. We are still waiting for Tasker's landscaping proposal as well as the cleaning proposals from Currier, Champion and Ring's Island. The budget is scheduled to be approved prior to the Annual Meeting.

7. SET DATE FOR NEXT BOARD OF DIRECTORS MEETING:

The next Board meeting will be held on Thursday October 18, 2012 at the pool house at 9:30 AM.

The next residents meeting will be held on Saturday October 13, 2012.

The next Finance Committee meeting will be held on October 15, 2012.

8. ADJOURNMENT: Meeting adjourned at 12:10PM.