



**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING MINUTES  
Thursday, September 26, 2013  
6:30 PM (at Club House)**

**In Attendance:** Stewart Warren, President  
Chris Connor, Treasurer  
Ann Crossley, Clerk  
Ric Riel, Director  
Helen Skaleris, Director

**Absent:** Suzanne Sepluveda, Great North

**1. BOARD MEETING CALLED TO ORDER: 6:45 PM**

**2. APPROVE MINUTES OF LAST BOARD MEETING: August 22, 2013**

**3. MAINTENANCE REPORT (Dennis): Dennis did not attend this meeting to report**

- Club House windows – Board approved Handyman quote to replace windows in both locker rooms.
- Bldg 2 main copper pipe leak: Board approved repair.
- Bldg 2 boiler repairs: boiler 3 not working, all need PM. Board approved Gagne quote to provide boiler service (maintenance) of 6 boiler and repair boiler #3.
- Bldg 3 boilers need same maintenance service. Postponed until next spring.
- Club house bathroom repairs – Concord Carpet working nights and weekends to complete flooring.
- Handyman: replace privacy/support beam covers quoted. On hold waiting for other quotes.
- Quotes to repair of Support Beams: waiting from Corriveau + Handyman, 3<sup>rd</sup> quote requested from MNM maintenance + Landscaping.
- Door/Window Replacement - document rules on replacing door + windows complete, waiting for legal decision
- Building 1 (foyer) & 3 (above garage) windows need to be replaced. All leaks fixed. On hold.
- EMERGENCY ACCESS to all doors, utility closets, locked areas after hours and on weekends - Board needs to have access if called by customer service.

**4. OLD BUSINESS:**

- Suzanne update Board on: Suzanne did not attend this meeting to report on all water damage.
- Irrigation has quote from A&M Irrigation - on hold until spring, added to budget
- Master Insurance Policy discussion w/legal – Board will be proactive to get toilets fixed. Bulk repair rates being collected.
- FHA status: Helen reworking paperwork.
- Paving Project: NH Blacktop to start week beginning Sept 30<sup>th</sup>. Repairing pot holes, speed bump, broken drainage crates/ditches, sink holes, sidewalk safety, widening of fire lanes, drainage issues, filling in cracks to prevent future pot holes due to water damage
- Rules and Regulations + Unit Info Form - both complete
- Suzanne: 2014 Budget - Budget spreadsheet sent
- Water & Sewer split - on hold until spring after irrigation repaired.
- Yard Sale: still no response to request for residents to organize + run - on hold.
- Fire/Resident Safety Newsletter - on hold.
- Phone line in club house: Dennis phone installed.

**5. NEW BUSINESS:**

- Bldg 3: drainage issues, communicate issues with grease/food down drains – put on website, do an e-mail blast, post data – work in process
- Raise cost of replacing fobs, garage access cards + hanging parking tags from \$25 to \$75 each - effective Dec 1st
- Clubhouse Usage: Board to be called when club house is reserved to follow-up with party, Suzanne notify GN customer services of new process
- Delinquent Process: Board voted to send notice to legal on 60 days (vs 90 days - per legal advice) - Suzanne notify GN
- Dogs: with 86 lb dog on site, do we limit weight/breed og dog allowed in community? Discussion postponed to later date.
- Owner Annual Meeting - date: Nov 14th, Church of Christ reserved, projector to be borrowed, Nomination letter approved waiting to be sent.

**6. OTHER BUSINESS:**

- **GN Emergency Calls:** Board member needs to be notified. Call Board until get live contact. Board will then pass info along to rest of Board. Suzanne: tell GN customer services of this process.

**7. EXECUTIVE SESSION:**

- **FINANCE ISSUES:**
- **DELINQUENCIES:**

**8. DATE FOR NEXT BOARD MEETING:** Resident: Saturday, Oct. 12, 2013 (3-4:00)  
Board: Thu 10/17 (changed to Tue 10/14) Budget:

**9. ADJOURNMENT: 8:20 PM**