

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
SPECIAL MEETING  
JULY 17, 2014  
6:30 PM Church of Christ**



**In Attendance:** Stu Warren, President  
Chris Connor, Treasurer  
Ann Crossley, Clerk  
Ric Riel, Director  
Helen Skaleris, Director  
Connie Garland, Harvard Management

**SPECIAL MEETING CALLED TO ORDER: 6:30 pm**

**INTRODUCTION OF THE BOARD OF DIRECTORS AND MANAGEMENT:** Stu Warren welcomed all of the owners and introduced Chris Connor Treasurer, Ann Crossley Clerk, Ric Riel and Helen Skaleris as directors. Connie Garland is from Harvard Management Solutions.

**AGENDA:** Connie explained the purpose of the special meeting and explained to the owners that only items on the agenda would be addressed. We ask that during the meeting that any side conversations be held in order to hear the question on the table. We ask that only one person speak at a time.

At this time there are 76 unit owners represented either by proxy or by being here. A majority vote is necessary to pass the loan.

Chris Connor informed the owners that due to the increase in insurance premiums the board will need to increase the condo fees by \$3.00 effective September 1<sup>st</sup>. We would like to thank those owners that have changed their hot water tanks and toilet seals. We strongly encourage owners who have not made these repairs to do so immediately. Hot water tanks should be replaced every 10 years. An automatic shut off system, pan under the tank and an expansion tank are considered code and need to be installed when changing hot water tanks. For those owners that have recently changed their tanks and did not put those necessary items in, it is necessary to install a shut off system. Many residents have installed a device called "flood Master". This device acts as a sensor and will shut the water flow off once it detects water. This prevents severe damage to units adjacent to the failing tank. Toilet leaks generally leak into the unit below before showing any signs of failure. Toilet gaskets fail and must be replaced with neoprene gaskets. Wax gaskets are not effective with back flush toilets and fail much sooner. We ask that owners take this very seriously because ignoring the leaking may cause thousands of dollars when it is finally detected. Owners are responsible for any damage caused if water tanks or toilets leak.

The Association cannot get a bulk rate on the toilet seals because each unit may be set up differently. Management will look into obtaining a quote from Gagne Plumbing to see if there is a bulk rate for installations. Management will send out a notice and ask owners to respond if they need to have their water tank replaced. Owners that have already done this are urged to contact management and forward the date their water tank was installed.

The insurance company recommended that a replacement program be put into place.

Management will email all of the owners reminding them of the toilet seals and hot water tanks.

Management will also request verification of insurance from all owners. Each owner must provide verification that they have insurance for the Master policy's deductible which is currently \$25,000.00 for water damage and \$5,000 for all other. Any owner that does not provide the verification will be assessed a fine in keeping the rules of the Association. The current By-laws require that each owner have insurance for the Master policy's deductible.

The insurance inspection was completed recently and management was notified that all of the items that are being stored in the garage will need to be relocated. The only items permitted in the garage are grocery carts, strollers and bicycles. At this time we are not requiring the kayaks or truck cabs to be removed, however the when the inspector returns he may require that they be removed. Non-flammable items may be stored in cabinets either wooden, plastic or metal however the cabinet cannot cover the garage letter/number on the wall. Fire and police require numbers to be visible in case of

emergencies. If you have something that does not fit into these categories please contact Connie and she will clarify this for you

The loan breakdown was given at this time.

Current Roof Loan Balance - \$90,000  
Attic Insulation and Ventilation - \$80,000 (Grants and Rebates saved Assn. \$129,437)  
Siding Repair and Replacement - \$400,000  
Siding Painting - \$100,000  
Total - \$670,000

The loan will be a 12 year loan that does not have a pre-payment penalty. The loan cost to each owner will be \$12.00 in addition to the \$20.00 assessment in place at this time, \$32 total. The current loan will be rolled over into this loan. The amount outstanding at this time on the current loan is approximately \$90,000.00. At this time the total amount of \$760,000.00 has been approved by the bank.

Mill City Energy has been at the property and has evaluated the attics and buildings. They will be adding insulation to all of the attics, sealing all of the duct work, changing out the lights, adding aerators to the kitchen sinks, shower heads, outside fixtures, and thermostats for the common areas. LED light bulbs will be given to each owner for the interior of the units. The lighting, common hallway thermostats and water saving devices are installed free.

#### **OPEN DISCUSSION:**

A suggestion was made to run the kitchen faucet for a short time after the garbage disposal is done processing the food items. The plumbing traps under the sink should be installed if you do not already have one. The water savers should not have any effect on the water pressure according to Mill City Energy. We ask that you give it a chance before you remove it.

The board will be installing new boilers for the property which should increase the efficiency, reduce repairs and should provide enough hot water for the demand. The current \$1,000 per boiler rebate ends on Dec. 31, 2014. This rebate will save the Assn. \$13,000 total.

The buildings will be pressure washed prior to painting. They will be using a bleach product to remove the discolored green areas. Everything that is being repaired/replaced will have an on-going future maintenance plan set by the board. There is a contingency dollar amount worked into the loan for unexpected items. Any holes in the siding will be filled or the siding board will be replaced. We ask that you all remove anything that is attached to the siding or support beams at this time. No holes will be allowed in siding or beams in the future.

Gutters are cleaned annually. Any trees or bushes hitting the buildings will be trimmed prior to the work commencing. Unfortunately we have no control over the river on the Irvine side of the property to prevent future flooding.

Wood rot by the windows and sliders will be addressed however if the slider or window is in need of replacement management will notify the owner and it will be necessary for the owner to get this done quickly.

This work should address the issues of ice dams and heat loss through the attic area.

There being no further concerns Connie asked for the ballots to be collected once the owners have voted.

The vote was 100% in favor of taking out a construction loan.

There being no further business a motion was made by Chris and seconded by Helen to adjourn the meeting. All present in favor.

**ADJOURNMENT:** 8:30 pm

[Board Note: Repairing our current siding as planned will NOT increase property taxes for Oak Bridge owners. Other siding options such as vinyl would have dramatically increased taxes.]