

Board: What's New

December 19, 2013

Unit Information Forms: Please make sure you fill out your unit information form in order to avoid missing e-mail notices, newsletters or emergency phone blasts. Full unit information forms have not been updated since spring of 2012. Up-to-date unit and tenant information is essential to fully support all owners/residents and properly manage our Association. As stated on the form when sent, fines will be assessed if complete form is not returned.

Meet-N-Greet Connie! All owners and residents are invited to meet our new property manager, Connie on Thursday, January 23rd from 6:00-6:30. Refreshments will be served.

On-Site Maintenance: Yes, our on-site maintenance person, Dennis, has resigned as of Nov, 30, 2013. We all wish him well in his next endeavor. The Board and Property Manager are re-evaluating the needs of our property regarding maintenance. We are working to get our daily, weekly, monthly, seasonal maintenance issues covered as soon as possible. Always contact Harvard Management if you have any maintenance issues to report.

Drop-Off Box: A quick note regarding the OB Drop-Off Box located in the mail house. This drop-off box is ONLY to be used to drop off your unit information forms. As posted on the drop-off box, please do NOT put any condo dues payments or bills in this location. The Board cannot guarantee timely posting of any payment left in this drop-off box. Please mail all payments to Harvard Management.

2014 Budget: The approved 2014 Budget is enclosed with the e-mailing of this newsletter. Extra copies can be found on the Club House community table in the Library or can be found on the website under "Financials."

Do You Want to Save Money on Your Electric Bills?: You may or may not have seen a notice that Until Electric is increasing their rates as of December 1st. Switching to ENH will save you approximately 19% on the "ELECTRIC SUPPLIER SERVICE" charge portion of your electric bill. You must sign up before 12/31/13 to receive this discount. Go to www.electricitynh.com, pick the best option for you and fill out the form. You will need a copy of your last Until bill to fill in the form. It may take 2-3 billing cycles to become effective. The Board is hoping to save on our Association electric bills by switching to ENH. You may want to do the same!

Reporting Violations: Harvard Management uses incident report forms when reporting a violation of Association Rules or By-Laws. This form can be found on the website under "Documents". It is requested violations be sent in writing using this form. You can also e-mail the completed form to our property manager. All violation reporting must now be done in writing with contact information included. No phone calls please.

Snow Removal: Snow removal remains the Board's number 1 safety issue this winter. Cars must be cleaned and moved to allow for adequate plowing of outside parking and drive ways areas. In addition, it is the unit's responsibility to remove any snow, ice or standing water from the desk/patio to preserve the life of such areas. Please notify Harvard Management if you see snow removal issues that need addressing. The following is from our Rules & Regulations:

"22. SNOW REMOVAL. All Owners, residents and guests will be familiar and comply with the snow removal procedures and will cooperate with the Board of Directors and the snow removal contractors. Any vehicle that impedes snow removal is subject to immediate towing at the expense of the owner and without prior warning or notice. The authority to tow any such vehicle is specifically delegated to the

contractor and their employees or other agents of the contractor. In addition, Owners/residents are responsible for removing snow, ice and any accumulation of water from their decks (Limited Common Area) as stated in the By-Laws (pg. 14: Maintenance & Repair by the Owner). Those who do not comply may be assessed a fine.”

Dog Poop: Just because its winter and snow may be on the ground, you still need to pick after your pooch (no one likes stepping in it). This is part of your duty to pick up their doo-doo.

Christmas Tree Removal: Make sure you take your Christmas trees to the proper disposal areas when the Holiday season is over. Do not place discarded trees in our dumpsters or dumpster areas. Trees can be disposed of at the Concord Transfer Station or at Beaver Meadow Golf Course free of charge.

Reserving Club House for Parties: Remember to call Harvard Management to reserve the upstairs billiard/TV room for parties of 5-15 people. The reservation form can be found on our website under “Documents - Reserving the Club House”.

Unit Door Numbers: Police and Fire regulations require each unit door number must be easily seen and cannot be covered. Make sure any hanging decorations do not block your unit’s door number. In addition, no personal belongings can be kept in the common area hallway at anytime as tripping may occur in an emergency. Flat mats that do not block the opening/closing of a unit’s door are permitted. Please let the property manager know if your unit’s door number is missing.

Common Area Heat: Just a reminder, during the winter months, the heat in all Common Area hallways will be set at 55 degrees to conserve fuel and reduce cost. Thank you for your understanding.

Replacing Fobs, Garage Access Cards or Hanging Tags: Due to many lost or misplaced items, it was announced at the Annual Meeting that fees for replacing club house fob, garage access cards or hanging car parking tags will increase to \$75 each. Please make sure you guard these carefully.

Door and Window Replacement: Please make sure you are familiar with the rules regarding the replacement of your deck/patio sliding doors and your bedroom windows recently sent via e-mail blast and posted on the website, mail house and club house community bulletin boards. Please notify the Board to least 2 weeks prior to installation for approval.

Garage Clean-Up: To residents who park in the garage, please make sure you keep your space neat and clean as it is in full view of common area and other residents. Storage of hazardous or flammable materials, junk or trash cannot be stored in any garage space or storage units.

Violations: The Board is aware some residents are not following the rules of our community and has updated our Rules and Regulations, recently e-mailed or posted. We will begin enforcing these Rules and Regulations on a timelier, consistent basis. Please review all rules, policies and By-Laws of our community especially regarding: decks/patios, vehicle parking, noise, fire, safety, pets, and club house usage. The Board is focused on making our community a pleasant and positive place to live. We are asking for cooperation to do your part! Please report anyone violating our community rules, By-Laws or policies to our property manager AND send an e-mail to the Board at: oakbridgenh@hotmail.com

Informational website: www.oakbridgenh.org