



**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
May 18, 2017
6:00 PM Oak Bridge Clubhouse**

In Attendance:

Chris Connor, Treasurer
Patrick Saucier- Director - Absent
Helen Skaleris - Director
Connie Garland - The Evergreen-Harvard Group

BOARD MEETING CALLED TO ORDER: 6:00pm

APPROVE MINUTES OF THE APRIL BOARD MEETING: Helen Skaleris made a motion to accept the April minutes as presented and Chris Connor seconded the motion. All present in favor.

FINANCIALS FOR APRIL:

The balance in the operating account as of April 30th is \$204,206.00. The reserve balances is \$183,276.00. A motion was made by Chris Connor to accept the financial report for the month of April and seconded by Helen Skaleris. All present in favor.

There is one payment agreement at this time in place. Unit 72 will be foreclosed on July 7th. The association has been reimbursed bank fees from The Evergreen Harvard Group to be processed in May. We double check this is done on May's reports.

MAINTENANCE UPDATES:

Kevin Provencher will be starting the work on the cat walks in the attic in the near future. Management will email notification to all of the residents that have supplied management with an email address when the work actually begins. Once this work is done Armstrong will be cleaning the dryer vents. Management will have Armstrong check all of the attic fans to make sure they are working properly when they clean the dryer vents. All fans should be on all of the time.

The intercoms for building 1 and 4 have been approved for replacement. Management is waiting for a date from Fairpoint Communications so that they can install phone lines in each building. Once this is done the new intercoms can be installed.

Deck evaluations will be done as soon as Prime Touch has an opening.

Alexanders Window Washing completed the window washing.

The ashtrays for the buildings will be reviewed again and ordered/installed as time permits. Management will order 12 ashtrays. These ashtrays will be attached to the building at each entrance. We will be removing and storing the current portable ash trays.

Aaric will be starting on the repair work on patios, starting with building 4. Connie will supply the paint that can be used on the concrete. This will take most of the summer to complete. There a total of 60 patios to address.

OLD BUSINESS:

Management is working on the updated reserve study.

The leaking in the garage in building 3 has been noted as coming from the front entry area where the downspout is directing water from the roof line. Management has asked Aaric Adams to extend the downspout away from the building.

The board will be evaluating the exercise equipment. All of the equipment was donated with the exception of one of the treadmills.

Management has contacted Clough Landscaping and secure a 3 year contract for landscaping and snow removal.

Connie contacted the Water Department and request the meter be changed in building 1. Everything has been checked and there are no ongoing leaks or running water detected in this building. The water bill is still approximately 2 times more than water bill for building 4.

NEW BUSINESS:

Connie has asked Kevin Provencher to evaluate the window in building 3 over the garage door. It appears that there is a leak coming down through the stairwell ceiling.

Management is not getting completed unit information sheets. The board discussed this at length. The board agreed to shut fobs off on units that do not submit all the proper paperwork. Any resident that has multiple violations will need to meet with the board to discuss the association's rules before turning the fob to the clubhouse back on.

Management will request that Alliance separate costs between work done on buildings 2/3 and the clubhouse as these accounts have separate budget line items.

Management will request a quote from John Michaud PA next year for the annual review in the fall.

Chris Connor requested that the association purchase an automatic cleaning device for the pool. The approximate cost is \$900.00. This device has its own filtering system and will not impact the pools' filters as is happening with current cleaning methods. The board approved the purchase.

The board discussed and approved the contract with Turner Group. This is the engineering company that has been approved to evaluate the issues with the support beams, support walls and sidewalks at the garage entrance of building 3. Once the final report arrives Turner Group will be recommending vendors to do these repair.

Management will schedule the carpet cleaning and the garage sweeping as soon as possible.

DATE FOR NEXT BOARD MEETING: The next Board of Directors meeting will be on June 15th at 5:30pm. The open session will be from 5:30pm to 6:00pm. Owners are reminded that they need to inform management if they will be attending the meeting or if they have any questions for the Board.

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

ADJOURNMENT: 8:15 PM