

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA**

June 21, 2018

5:30PM Oak Bridge Clubhouse



In Attendance: Helen Skaleris, Director
Inge Bradley, Director
Ginger Morse, Absent
Chris Connor, Clerk/Treasurer
Shelley Gullett, Bishop REM
Alley Britko, Bishop REM

BOARD MEETING CALLED TO ORDER: 5:30PM

APPROVE MINUTES OF THE MAY BOARD MEETING:

Motion made by Helen, seconded by Inge to approve May board minutes, all present in favor.

APPROVE FINANCIALS EOM May:

The balance in the operating account as of EOM May 2018 was \$117,075.51. The reserve balances total \$183,006.66. A motion was made by Helen to accept the financial report for the month of May and seconded by Chris, all present in favor.

Delinquencies are at an all-time low of \$7,920.24. Thank you Bishop REM for being pro-active on collections.

MAINTENANCE UPDATES:

Granite State Plumbing PM meeting is on 6/27/2018 at 9AM to discuss starting equipment preventative maintenance on our property. Alliance yearly PM contract was not renewed in April.

All buildings were given a deep cleaning of the wallpaper, elevators and handrails by Titan cleaning who did a great job. Our maintenance person is starting to paint the trim. We selected the type of new hand rails that will be going up, replacing trash collecting hand troughs currently in place. Quotes will be coming in over the next few months.

CH library was broken into through the front crank window. The invader(s) could not get into pool area. There was no visible damage. The board is surprised no one saw the break-in as it was right in front at the big picture window.

New building signs are up. New in-ground, stand-alone cigarette disposals were approved and will be ordered. These will be installed and cemented into the ground. The landscape company can do this install.

All decks budgeted for are done for this year (12). More decks to be done next year based on condition (worst to best) as evaluated by the vendor. B3 front patios, front walkway and hole by garage-side stairs repairs to start the last week in June.

B4 main drain pipes keep clogging due to food waste being put down the drains. There is nothing that can be done to prevent the clogging except ask people to not use their sink garbage disposals or dump grease or food down the sinks or toilet.

B2+B3 above garage end window and inside repairs will start beginning in August.

Board walked property with Clough to point out landscape additional items that need addressing.

Elevator inspection paperwork finally arrived and will be posted in each elevator. Elevator maintenance and inspection issues have been addressed with vendor.

We need to address some gutter issues behind B2.

OLD BUSINESS:

The board voted to not have a 1-time charge to bring a new dog on property as requested by an owner.

Our FHA rating was approved from 5/22/2018 – 5/22/2020 thanks to Chris for her persistent follow-up and dealings with HUD.

NEW BUSINESS:

Bishop REM full property management contract was signed as planned at a \$900 savings over Evergreen; effective July 1. An email blast will go out on this.

A big thank you to board member Helen for taking all calls during transition to our full property management company, Bishop.

The board once again discussed installing security cameras outside. Cost, logistics, monitoring and visual identification are issues. Not planned at this time.

B1 + B4 hot water tank inspections by a licensed plumber will be scheduled late summer/ early fall. All unit hot water tanks in building 1 + 4 will be inspected as to age and for installation of flood master shut-off valve.

Board discussed if the use of community bulletin boards could be limited as asked by an owner. The answer is no but anyone can remove any offensive or inappropriate material posted.

The board would like to publicly thank unit 177 owner for aiding the board in the selection of a property-wide standard deck privacy screen. Email blast will go out and Rules & Regs will be updated.

Titan housekeeping contract is up 8/1. A new quote was received. The cost of housekeeping is increasing 10% to \$1803 a month plus the cost of cleaning the dumpsters. The board will ask Titan if this price can be locked in for 3 years.

There are 3 new condo laws effective Aug 2018. Oak Bridge is/has been already compliant with these new laws.

The board needs to send out an email blast regarding: 1) condo fees are due on the first day of the month, they must be received by Bishop on or before the last day of the month to avoid late fees and

2) a resident does not have to be home to buzz in UPS or FedEx for package delivery. The buzzer can be activated anyplace around the world where there is cell service.

The board approved privacy screen that can be used on decks if desired. The color (grey) and screen type were selected to establish a consistent look and feel across the property. A privacy screen, if used, is to be attached with black zip ties and must hang on the inside of the railing to not cover the railing from the outside. This is the only privacy screen approved for the property:

<https://goo.gl/EzhgHq>

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

July 19th at 5:30PM – open to residents

ADJOURNMENT: 7:00PM