

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

August 23, 2018

5:30PM Oak Bridge Clubhouse



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

BOARD MEETING CALLED TO ORDER: 5:30PM

APPROVE MINUTES OF THE JUNE BOARD MEETING:

Motion made by Helen, seconded by Ginger to approve July board minutes, all present in favor.

APPROVE FINANCIALS EOM JUNE:

The balance in the operating account as of EOM July 2018 was \$146,036.64. The reserve balances total \$165,364.78. A motion was made by Chris to accept the financial report for the month of July and seconded by Helen, all present in favor.

Delinquencies are at an all-time low of \$6,207.58. Thank you, Bishop REM, for being pro-active on collections.

The 2019 budget must be completed by Sep 21 so the Annual Meeting package can go out. BoD to work Labor Day weekend on 2019 budget. The date of the Annual meeting was voted to be held Tuesday, Oct 23rd 2018 from 6 – 8pm. As soon as the budget is completed it will be sent to Bishop REM to put together the notice of Annual Meeting Package to the residents.

MAINTENANCE UPDATES:

- B3 leak, now leaking into 2 units 95+93, much discussion about the lack of response from the siding specialists. Chris to call current deck/patio vendor for help.
- Pool underwater lights – R&T Electric found where the wires from the underground pool lights are located and temporarily fixed breaker tripping. L&R Pool to come to replace lights and fix hot tub heater.
- B1&B4 Hot water tank inspections under way. Discussion on how to ensure owners address issues if any found with the HW tanks. It was recommended that a warning letter be sent and owners be given 30-60 days to comply with tank replacement and provide proof of any repairs. After that they would be fined for non-compliance. We will take care of getting old tanks replaced first before addressing any code requirements.
- B3 garage door overhang metal roof was damaged by Overhead Door. Aaric was able to repair it.
- B2 & B3 buzzer display patchiness. Chris has emailed vendor twice with no response. Shelley from Bishop REM will call to get a status.

- B4 hallway leak was caused by first floor unit tub drain leak. Hallway wall had to be cut to access and repair tub drain. Quote to repair hallway wall was \$425.00. Cost of repairs to be billed back to causal unit.
- Titan Cleaning – sent email informing he was offering a special entryway cleaning for Dec – March in the amount of \$1850.00. It was pointed out that the service he was describing is already in his current contract. Shelley from BishopREM would email him for clarification and decide to just follow through with the annual spring deep cleaning as has been done this year.
- B3 handrail ripped off in the elevator. Aaric to address and repair.

OLD BUSINESS:

- Irrigation system and landscape, payment held back until completed. Irrigation system now complete, payment has been sent.

NEW BUSINESS:

- Banned breeds + support dogs. It was discussed that the Assn must be provided the appropriate paperwork in order to approve all dogs, including support animals. Appropriate paperwork for support animals includes a letter from a physician, all normal records for dogs and proof of insurance to have a support dog, especially for dogs that are on the banned breeds list. All support animals must be allowed on property with proper paperwork.
- Rule regarding use of visitor lot and what constitutes a visitor versus a resident. Chris to write something up to be added to the Rules and Regulations. Any vehicle parking in visitor lot over 2 weeks is no longer a visitor but a resident unless prearranged and preapproved by BOD.
- It was also discussed that the last time Unit forms for each unit was processed was in 2016. This will be put on the agenda for the Annual Meeting that each unit owner must turn in an updated Unit form by EOM January 2019. Each owner will have 30 days to turn in the updated form. Fines will occur if 2019 updated forms not received.
- Change the CH usage agreement amount to rent and deposit. Chris brought this item up as she felt the fee was too high. After discussion about the possibilities of a resident leaving the room in dis-repair, it was decided to leave the deposit fee of \$100.00 and the rental of the room at \$50.00.
- Issue with flooring being put in the dumpsters. Per Chris and her conversation with the City of Concord, this needs to stop as they possibly will fine the association for items like this. Chris to email Shelley of BishopREM the former signs that used to be in place and she will get quotes for metal signs to be put in place on the dumpster gates.
- K. Clough to repair part of the irrigation dug up when working on removing old dead plants and the pool door was shattered while weed whacking patio area. Clough to pay for pool door repairs.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

September 20 – 5:30pm Oak Bridge Clubhouse

ADJOURNMENT: 7:15PM