



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

January 17, 2019

5:30pm Oak Bridge Clubhouse

In Attendance: Helen Skaleris, Director
Chris Connor, Clerk/Treasurer
Ewa Martel, New Board Member
Ally Britko, Bishop REM

RESIDENT MEETING OPEN SESSION 5:30-6:00PM:

BOARD MEETING CALLED TO ORDER: 5:58PM

APPROVE MINUTES OF THE NOVEMBER BOARD MEETING:

Documenting the minutes of the November meeting were approved online and through email and posted to website.

APPROVE FINANCIALS EOM DECEMBER:

The balance in the operating account as of EOM December 2018 was \$169,366.42. The reserve balances total \$172,922.61. A motion was made by Chris to accept the financial report for the month of December and seconded by Helen, all present in favor.

Rockland Payment errors have been corrected for month of December.

Delinquencies are holding at \$7,118.00.

The balances of the accounts at TD Bank are over the FDIC limit of \$250K. A bank of account for the "extra" reserves from Building 2 and Building 3 will be opened at Bank of New England. A total of \$12,960.00 (\$9 leftover per unit * 120 Units * 12 months= \$12,960) will be transferred to open this account aimed at saving for boiler replacement.

MAINTENANCE UPDATES:

- Cigarette disposals were installed
- Roof behind the clubhouse equipment was extended to prevent ice falling on new compressor
- B2 garage will be cosmetically fixed in the spring when decks/patios are being repaired
- B3 garage ceiling and sewer pipe insulation complete for winter, final repairs and painting will occur in the spring, too cold to paint right now
- Building dryer vent fans will be inspected along with all roof pipe/vent flashing
- Currently looking to hire a part time maintenance person
- Chris moved and Helen seconded to have Aaric's pay increased to \$20/hour effective January 1, 2019
- Squirrel damage at B3 resolved January 18, 2019 by pest control company
- B3 elevator fixed
- NH Blacktop will be sealing cracks, put a new pavement skim coat and re-line/label parking lots this spring; end of April the drainage areas will be checked for repairs

- B2 garage side stairway heater repaired, thermostat changed, and new safety guard installed
- Calling GSPH regarding maintenance of boilers
 - Boiler's in B2 Everhot small tank still leaking, needs replacement, quote to replace coming, going to be costly as includes additional copper piping
 - New sewer piece pipe is cracked and needs replacing again, Granite State Plumbing picking up tab.
- State Farm owner insurance letter for 2019 will go out to all owners by end of January

OLD BUSINESS:

- By-Law Change requiring reserve contribution upon purchase. Ally, Bishop REM, will begin drafting a letter, requires 120 owners sign to amend Bylaws
- B2 and B3 stairway carpet replacement will begin on February 4 and may take up to six weeks to complete.
- Reserve Study was completed – good for 5 years
- Stanley Elevator started on 01/01/2019; B2 B3 PM on elevators was also completed

NEW BUSINESS:

- New towing company, Above All Collision, hired. They do not police parking lots.
- The discussion of dog photos being required upon registration with the association was moved by Helen and seconded by Ewa. This will now be required moving forward.
- Smoking in Units - what can be done?
 - We cannot ban smoking within a unit
 - When it affects the peaceful enjoyment of other residents, we must ask the responsible unit to plug the areas around their pipes and purchase a filter to eliminate/reduce the traveling odor.
- Change in proof of residency/vehicle registration due to low availability of spots.
 - The board discussed the necessity for the registration to show Oak Bridge as an address in order to make sure the limited spaces are only used by residents and no more than two spaces per unit.

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

February 21, 2019 at 10AM, Clubhouse Library

ADJOURNMENT: 7:29PM