

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTOR'S MEETING AGENDA  
August 20, 2019 10AM  
Oak Bridge Clubhouse**



**In attendance:** Chris Connor – Clerk/Treasurer  
Helen Skaleris – Director  
Ewa Martel - Director  
Penny Mills - Director  
Shelley Gullett – Bishop REM

**BOARD MEETING CALLED TO ORDER:** 10:00AM.

**FIRST ORDER OF BUSINESS:** It was moved by Helen and seconded by Ewa to accept Penny Mills as a board member and the vote was unanimous.

**APPROVE MINUTES OF JULY BOARD MEETING:** A motion was made by Helen and seconded by Chris to approve the minutes of the July board meeting

**APPROVE FINANCIALS EOM MARCH:**

The balance in the operating account as of EOM July 2019 was \$127,712.40. The reserve balances total \$123,197.95, Bank of NE - \$12,960.00. Rockland Trust - \$42,036.83. A motion was made by Chris to accept the financial report of July and seconded by Helen.

Delinquencies - totaling \$3,770.00, not including the units with Legal.

Association credit card – Bishop owner needs to sign the bank paperwork to put this in motion.

2018 – Audit of accounts is in process. Shelley explained that she is on the month of December in reclassifying the income and expenses accounts as per the direction of the Accountant. It was noted that the reserves accounting is complete with the general ledger statements matching bank statements. It is the hope that all documentation will be to the accountant by the end of this week.

2020 budget meeting in preparation for the Annual Meeting - The 2020 budget need approval of board by the second week in September. Chris has draft budget done and will send out to board members. The budget review is scheduled for August 27 at 10:30AM.

Discussion about meeting with Alliance Association Bank. It was discussed that we would not proceed with having them do the coupon booklets. Bishop will still provide coupon booklets as usual.

The board feels they do not trust “a virtual bank” like Alliance and are not comfortable with the fact that there is no local bank associated with this. Shelley to inquire if there is a local bank associated with Alliance. Also, how do we get cash if the need arises? Can they just do ACH's without transferring all of our funds with them and what would the charge be.

Shelley to investigate with TD Bank if they would accept ACH's, possibly by setting up a separate account versus the operations account. Then monies could simply be transferred. Shelley to find out if there would be a fee to do this.

Shelley also to find out what the percentage of interest rates are applied to each account as indicated with the meeting.

B2+ B3 – \$50.00 special assessment ends September 30<sup>th</sup>, Chris to send an email to owners to remind them that effective October 1<sup>st</sup>, the total amount of condo fees reverts back to the \$335.00 and not the \$385.00.

Payeezy charges: Shelley to follow up regarding the rate review performed by Merchant Services to see if it has been lowered.

Also, Shelley must manually charge owners for the August convenience fees among all owners using Payeezy after Aug.9 for the month of August and any that are still using going forward.

### **MAINTENANCE UPDATES:**

Drainage at B1 and Irrigation – Clough called to explain what was done with the irrigation system as it is not operating like last year:

B1 – only half of this building has irrigation set up, it was explained by Clough that there was an electrical issue with the system. It was decided to wait for next year to address the electrical issue as season is almost over.

B2 – the timer was never plugged in

B3 – has been inoperable for many years, a note was to not turn it on. B3 irrigation must be completely replaced.

B4 – the timer was fixed and irrigation is running smoothly

Clubhouse – there is something wrong with the timer, so it was shut off

Chris explained all the issues she found with the irrigation system to Clough who stated he will send his guy out to address these issues.

Drainage at B1 – misunderstanding regarding the quote and the schedule for the work to be done. The cost to fix the drainage will be \$1,800.00. Clough was asked to get this on his schedule soon. We need a 2-day notice when work is to be done to notify any units affected by the drainage work.

Gutter clean out – this will be a job for after the foliage and before the snow flies.

B2 – Front door light timer near buzzer was repaired Wednesday 8/14 but the light is still staying on. Shelley to follow up with R&T Electric to let them know that the light timer may not be working.

B1 & B2 Door keys – there have been a lot of repairs needed on the locks at both buildings, it is felt that people are using keys that are duplicate keys and not original keys and are forcing the locking mechanism and causing them to break. Both Shelley and Chris were able to open B2 front door without problems. It was discussed that a notice needs to go out to owners stating they cannot copy the door keys but should only use the keys provided by the association at a cost of \$5.00 per key. There have been instances of keys being broken off in locks and other issues that are causing the actual locks to break down.

Maintenance to start repainting the numbers in the garage spots.

B1 – Buzzer side, first floor landing there is a broken light, probably from someone moving out. Maintenance was immediately notified.

## **OLD BUSINESS:**

B3 – New garage door is installed. Door appears to have about a 1 – 2 inch gap from the pavement. Shelley to call Overhead door to see if this was done on purpose or if it is meant to be installed that way. There was concern about critters getting into the garage with the gap.

Bicycle pick up never happened as promised, maintenance was instructed to start week by week throwing the ones that are no good in the dumpster.

Hot Tub update – All issues except the enclosure are complete, since Jackson Construction has not been to the property as promised last month. Our maintenance can complete the job. Shelley to call Jackson Construction and request the key and fob back and let him know that other arrangements have been made. Once enclosure finished, next step is Mately Pools must come back, after hot tub is filled, turn on equipment and run chlorine through new hot tub, then tub has to be drained, refilled and hot tub chemicals filled before it can be used by the public.

Amendment to the By-laws for the reserve contribution, by new owners upon purchase, failed.

Crack X for garage foundation crack sealing, Shelley reported that a call has been made with no return phone call, she will follow up.

Dumpster surround issues, the current closing mechanism is not going to work out and Granite State Fence wants \$175.00 to put a fork latch on a post on the doors. This is something maintenance can do much more cost effectively. The existing closing mechanism will be saved for future use.

Trash issues – All that is needed to convert the recycle bin is to remove the “recycle sticker” or paint over it – need to verify that this has happened. The added cost is \$150.50 per month, but it is hoped that it will assist in resolving the trash issues.

## **NEW BUSINESS:**

Fire Extinguishers have been updated by Hampshire Fire Protection. We will verify this is done each year with Hampshire Fire.

Building Sink clogs – there have been issues in B1 + B4 because interior pipes are smaller than B2/B3 and therefore cause clogs/back-ups. Hard to tell which unit the actual clog starts from as it is usually a first-floor unit that gets the brunt of the clogs. Items such as dental floss, grease, large pieces of meat, wipes and sanitary products have been pulled out of the pipes. Shelley to ask Mr. Rooter if they can narrow it down as to which unit is causing the back-ups, but it is unlikely they will be able to tell. So, for now, the Association will have no choice but to pay for the service of unclogging drain lines.

Question about PM/Board communicating with tenants – it was pointed out that tenants should be going through the owner for repair requests as they should be keeping their landlord/owner in the loop of issues with their unit. Only owners have the right and responsibility to request repairs be made to common areas near their units.

October is Annual Meeting time. A budget review meeting has been scheduled for August 27<sup>th</sup> at 10:30am. Chris as treasurer has the first pass of the budget done, she has done a comparison of the expenses for the last year and has some recommendations to present for the budget review. The entire package is normally sent 21 days prior to the annual meeting, but it has been tradition to send at minimum of 30 days prior.

Penny would like to institute a game night; she will pick a date and have a “Game Night Planning Committee” meeting. Chris will send out a blast email to see if anyone is interested in joining in with this venture.

**EXECUTIVE SESSION:**

**DATE FOR NEXT BOARD MEETING:** September 17, 2019 at 10AM, closed to public.

**ADJOURNMENT:** 12:10PM