

**OAK BRIDGE CONDOMINIUM ASSOCIATION
BOARD OF DIRECTOR'S MEETING AGENDA
March 17, 2020 10AM
Oak Bridge Clubhouse**



In attendance: Helen Skaleris – President
Penny Mills – Vice President, absent
Chris Connor – Clerk/Treasurer
Ewa Martel – Director
Dale Lane – Director
Shelley Gullett – Bishop REM – via phone

BOARD MEETING CALLED TO ORDER at 10:08AM.

APPROVE MINUTES OF FEBRUARY BOARD MEETING: A motion was made by Helen and seconded by Dale to approve the February board minutes.

APPROVE FINANCIALS EOM FEBRUARY:

Operating ==> \$170,482.81 + \$500 = \$170,982.81 (TD Bank)

Reserves ==> \$89,242.04 + \$42,075.32 + \$50,000 = \$181,317.36
TD Bank + Rockland + Bank of NE

Delinquencies ==> \$2,558.95, additional delinquencies with the attorney ==> \$27,630.85.

A motion was made by Ewa and seconded by Dale to accept the financial report as presented

FHA re-certification application submitted to Lisa on 2/27/2020, application changed from 2 pages to 13 pages, Chris working on, should have to Lisa within the week. This required an increase in the theft insurance coverage, D&O + Bishop, to \$500k, association D&O cost increased \$118.00. Bishop still obtaining. Shelley reported that her agent has been out sick but trying to work it remotely.

2018 Tax Audit – Shelley reported an email was received with a few questions that will be addressed by the end of the week.

AppFolio – board requested access to owner ledgers. Shelley to send support request today.

MAINTENANCE UPDATES

B3 Leaky Water tank – We will be replacing both tanks at a cost of \$12,585.00 out of the reserve account. These tanks were installed in 2012 and 2013, They are sitting back to back and the one in the back is the one that needs replacement. It is more cost effective to replace both at the same time. There are additional repairs need to fixtures that are corroded to the tune of approximately \$3687. All repairs to be performed on Mar 19th from 6am – 6pm.

Exercise Equipment repairs: during meeting an email was received with a confirmation of AO Fitness being able to come this week to asses. Shelley to give them Chris' number and at minimum 1-hour notice for access to club house.

B3 Garage door was repaired again on 2/21. This is the third repair. Unlike the first two times where someone cut the wiring on the actual door, they finally fixed the wiring from the hose electric box to the door.

Pool chemical feeder had an issue on 2/22 that was repaired.

CH Surveillance system had an issue on 2/24. Chris was able to reboot the system and correct the recording. However, the tech company that came to inspect said that if the same issue happens again, it could be the computer circuit board that will need to be replaced.

B2 Elevator did not pass inspection because a second light bulb was out. Aaric replaced the bulb and both elevators now passed inspection.

B2 Garage, there are 2 leaks Aaric found a cracked drain pipe in the ceiling near Units 45 & 47 and he will keep an eye on it. In addition, one unit has had a stain on their bathroom ceiling for a couple weeks. Another unit had work done on the toilet, which might be the cause, Shelley to arrange for Aaric to check these two units for leaks. The other leak appeared to be a foundation leak. Aaric to keep an eye on and if it appears to get worse, we will call Crack X to repair.

OLD BUSINESS:

City of Concord recycling issues: We have already received one \$80 bill for contamination of a recycle bin. Shelley to talk to Adam Clark about changing all dumpsters to trash and do away with the recycle bins.

B1 Carpet installed continues.

2 Bylaw changes: Voting has been updated. Helen posted the ballots on the doors of owners who had not responded and will plan on following up on the weekend.

Both the landscaping and snow plowing contracts have been extended an additional 3 years with no increase in price.

NEW BUSINESS:

Dogs questions to address: Do we want weight limit? Do we limit to 1 dog per unit? Banned breed look a-likes, do we get breed DNA confirmation as many are forging breed paperwork? Chris brought up two questions for Board to think about: What are trying to address with these new rules? Are these changes in pet rules enforceable? There was much discussion by all board members in attendance and it was a unanimous vote to table this topic until the next board meeting.

Volunteering and Hospitality: There have been two units who are wanting to assist during the COVID 19 crisis. Chris to respond to the unit owner who wants to volunteer in the community and ask that this person write up something that can be sent to residents to assist in this volunteer effort.

On-hold until Spring:

- Preventing people from driving behind buildings (spring)
- Concord Fire Dept requirement: new alarm monitoring system (spring)
- Fix fence by Mayflower (spring)
- Hampshire Fire quote to check all hallway smoke alarms - \$2440 (spring)
- Crack-X quote, B2 garage, \$11,395 (spring)

EXECUTIVE SESSION:

DATE FOR NEXT BOARD MEETING:

The next meeting will be April 21, 2020 at 10:00AM and will be open to owners and residents.

ADJOURNMENT: A motion was made by Chris and seconded by Helen - adjourned 11:28AM