

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

**June 16, 2020 10AM**

**Oak Bridge Clubhouse**



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

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

**Approve summary of May board meeting minutes:** A motion was made by Penny and seconded by Chris to approve May minutes.

**APPROVE FINANCIALS EOM MAY:**

Operating ==> \$142,216.01 = \$500 = \$142,716.01 (TD Bank)

Reserves ==> \$92,200.31 + \$42,076.75 + \$50,000 = \$162,276.26

TD Bank Rockland + Bank of NE

Delinquencies, totaling \$1,514.81, Total delinquencies with the attorney, \$19,605.16

Dale asked questions on fines, whether or not they collected and do fines show up on any reports or budget. Shelley said she believes they show up on balance sheet, but after investigation, they show up on the Income/Expense report sent to the Treasurer each month.

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

**MAINTENANCE UPDATES**

- Building roof vent fans repairs, quote WIP – no reports received as of June 16.
- CH Exercise equipment repair, quote WIP – New company looked at 2 weeks ago, parts have been ordered and repairs are easy, the old treadmill just needs a new belt and some adjustments.
- Irrigation system, many repairs in process. B2 & B4 working with few issues. B3 system has not been functional for over 12 years and will not be repaired. B1 is partially working. All is covered under the landscape contract.
- CH HVAC repaired. Quotes to replace the main drainpipe (\$550) and the emergency drain pan (\$695) are on hold until the fall.
- B4 – 174/164/154 building rot repairs done, a entire exterior wall has been replaced, re-insulated and windows re-caulked. This rot was all caused by a window repair that was not done properly.
- B2 above garage door window leak repair will be done this month.
- CH pool patio weed/moss removal & brick cleaning/re-sanding done, great job by maintenance. Front walk way scheduled to be done later this year.
- CH Pool & hot tub filling, cleaning and prep for 6/5 re-opening all done. Issue with pool feces all taken care of. This is the 3rd time in eight years we've had fecal contamination in the pool. The question was brought up about young children wearing "swimmies" as a form of protection. Per the CDC, "swimmies" are not leak proof and are not endorsed by the CDC. Dale also asked about goggles in the pool, it was confirmed they are allowed.
- B2 T-pipe leaks cost \$4750.02, this does not include the cost to fix the garage ceiling.
- B3 heat pipe leak by 103/105 was repaired. Ceiling will be repaired by maintenance.

- B3 main water pipe feed, we were advised by GSPH that it should be replaced at a cost of \$8 - \$10K. It was discussed that it will only be repaired if and when there are leaks.

#### **OLD BUSINESS:**

- 2 new Bylaw changes registered with the state - Shelley to have notarized and drive to attorney office on Wednesday.
- State Non-Profit Business Certificate was sent to state and should be coming back to Oak Bridge PO Box.

#### **NEW BUSINESS:**

- Building carpet cleaning done June 10 and 11<sup>th</sup>.
- Garage Sweeping is scheduled for July 6<sup>th</sup>, beginning at 7:30am, Helen to take first shift and Shelley to take second shift to ensure all cars are out of the garages. Shelley to deliver notices on each door the week before.
- Chris ordered new parking violation stickers and there is a place to record pertinent information on the back of each form to document the information. The back of the form should be kept in the office of the CH.
- B2/3 Garage sprinkler system extensive repairs will be scheduled in September. The sprinklers are a dry air system and only emit water during a fire. The lines need to be blown out with water. The drain hoses will be put outside as the drains in the garage cannot handle the water volume. It should be noted that no one can drive across the hose while the flushing is in process. It was discussed that all vehicles should be out of the garages on the date of service to avoid any issues. Again, notices will be placed on each unit door one week prior to this work being done.

#### **EXECUTIVE SESSION:**

#### **DATE FOR NEXT BOARD MEETING:**

The next meeting will be July 21, 2020 at 10:00am.

**ADJOURNMENT:** A motion was made by Helen and seconded by Penny to adjourned and the meeting ended at 11:36am.