

**\*\*\* NOTICE OF OAK BRIDGE ANNUAL MEETING \*\*\***



September 14, 2020

Dear Oak Bridge Condominium Homeowner,

In accordance with Article II, Section 4 of the Oak Bridge Condominium Bylaws and NH RSA 356-b:37, this shall serve as the only legal and formal notification of the Annual Meeting of the Oak Bridge Condominium Association.

**DATE:** Thursday October 22, 2020  
**PLACE:** The Church of Christ  
141 Fisherville Road (across the street to the right)  
Concord, NH 03303  
**TIME:** 6:00-8:00 PM

Your attendance at this meeting is most important so that we may establish enough representation to obtain a quorum and conduct our Annual Association business requirements. If you cannot or do not plan to attend the meeting, please complete the enclosed proxy and return it to a member of the Board, drop it off in the Board drop-off box (#181 located on the right wall) in the mail hut or mail it to: Oak Bridge Condominium Association, c/o Bishop Real Estate Management, PO Box 446, Nashua, NH 03061.

**COVID-19 and Social Distancing:** Due to COVID-19, all annual meeting attendees MUST wear a facial mask. Please bring your own mask as we will not have masks to hand out. You will not be able to enter the Church without a mask. We will also be taking your temperature upon entrance and supplying hand sanitizer. Anyone with a temperature above 99 degrees, will not be allowed to enter the building to attend the meeting. The Church of Christ is pre-set in a social distancing layout that we must adhere to. Thank you for your co-operation with these COVID-19 accommodations.

**Approved 2021 Budget:** Enclosed please find the approved 2021 Budget. There will be a \$6 increase in condo fees in 2021: going from \$239 to \$245 a month. Buildings 2 and 3 special assessment for heat, hot water, elevator, garage, and boiler expenses and contribution has also been increased by \$8: going from \$80 to \$88 a month. Buildings 1 and 4 total monthly fees starting January 2021 will be \$277. Buildings 2 and 3 total monthly fees starting January 2021 will be \$365. The enclosed budget (see page 3 of budget) shows the detail breakdown of all condo fees.

Per House Bills 353/1307, the Board must prepare, approve and distribute next year's budget to all owners prior to the Annual Meeting. At the Annual Meeting, owners have the chance to vote to "not approve" the next year's budget. A majority vote to "not approve" means the current 2020 budget stays in place for 2021. This would be detrimental to the Association as many budget items have changed and needed maintenance plans would be placed on hold for an entire year.

If you do not plan on attending the Annual Meeting on Oct, 22nd, PLEASE FILL OUT YOUR PROXY VOTE.

If you wish to name someone other than the Board of Directors to hold your proxy and represent you at the meeting, write his/her name and unit number in the space provided. Please do not leave the line blank or it will not be an acceptable proxy. All proxies of non-attending owners must be returned

by 5:00PM Wednesday OCTOBER 21, 2020 if you wish the Board of Directors to hold your proxy. Proxies received after this date will be considered null and void. Due to legal issues, proxies cannot be brought to the Annual Meeting and used for voting. All proxies must be sent to the Board or property manager as explained above in order to be valid.

**PROXY NOTE:** All proxies must be specifically numbered per new House bills 353 and 1307 (revisions to NH Condominium Act 356:B, effective Aug. 1, 2016). This means you cannot simply copy your proxy for others to use, you must return the original proxy sent to you in this package.

**“IN GOOD STANDING:”** In accordance with Article II, Section 7 of the Oak Bridge Condominium Bylaws, to vote at the Annual Meeting, a unit owner must be in “good standing”. This means an owner, whether present or named as a proxy, shall have fully paid all fees, assessments, charges, and costs. This includes the October condo fee as well as any outstanding balances due on your ledger. Your balance must be zero by Thursday October 22, 2020 to vote at the Annual Meeting or to have your proxy vote count. If you have a question about your account, please call Bishop Real Estate Management (603) 880-6464.

**BOARD ELECTIONS:** *There are 3 seats up for election on the Board of Directors. The terms of these positions are for 2 years. All candidates run for a “board director” position. The official titles of President, Vice President, Treasurer, and Clerk are determined after new members have been voted in and a meeting is held by the entire Board. Owners running for current Board positions will be announced and introduced at the Annual Meeting.*

If you are interested in becoming a board member, please visit the Oak Bridge website (OakBridgeNH.org) under “News/Board Minutes” and read Board Code of Operation, What a Board Member Does and the Board Code of Ethics before deciding to run for the Board. This is an important and serious commitment.

The Annual Package mailing can also be found on the home page of our website.

We look forward to seeing you at the meeting. If you have questions, please call at (603) 880-6464 or e-mail at BishopREM@hotmail.com.

Sincerely,  
Bishop Real Estate Management  
Board of Directors

**OAK BRIDGE CONDOMINIUM ASSOCIATION**  
**ANNUAL MEETING AGENDA**  
**OCTOBER 22, 2020**  
**Thursday, 6:00 PM**

1. Call to Order
2. Introduction of the Board and New Property Manager
3. Certification of a Quorum
4. Recitation of Proof of Notice of Meeting
5. Acceptance of 2019 Annual Meeting Minutes
6. 2020 Year in Review
7. Finance Review + 2021 Budget
8. 2021 Budget “Vote to Not Approve”
9. Introduction of Candidates and Elections
10. Open Session
11. Adjournment

**OAK BRIDGE CONDOMINIUM ASSOCIATION**  
**2019 ANNUAL MEETING MINUTES**  
**October 17, 2019**  
**6pm (Church of Christ)**



**MEETING CALLED TO ORDER:** 6:10PM – By Shelley Gullett of Bishop Real Estate Management.

**INTRODUCTION OF BOARD OF DIRECTORS:** Chris Connor-Treasurer, Helen Skaleris-Director, Ewa Martel – Director and Penny Mills - Director were present.

**INTRODUCTION OF NEW PROPERTY MANAGER:** Bishop Real Estate Management was introduced Shelley Gullett.

**PROOF OF NOTICE:** In accordance with NH RSA 356-B37 Article 1 of the Condominium Act and The Oak Bridge Condominium Association By-Laws, Bishop Real Estate Management certifies that on September 3, 2019 notification of the 2018 Annual Meeting was mailed via first class mail to all unit owners.

**QUORUM:** Attendance was taken at the door. A quorum pursuant to section 38 of NH Condominium Act requires in person or by proxy at least 33.3% or 60 units of those unit owners entitled to vote. Management certified that there were 52 unit owners either present or by proxy that were in good standing. A quorum was not obtained. The meeting continued despite lack of quorum.

**ANNUAL MEETING MINUTES 2018:** Because 33.3% of ownership was not present, it was moved by Unit 67 and seconded by Unit 38 to waive the reading of the 2018 annual meeting minutes. It was further moved by Unit 67 and seconded by Unit 38 to accept the minutes of the 2018 Annual meeting. All present approved.

**70-604 VOTE:** It was moved and seconded that any Operating budget surplus from the 2019 Association budget could be transferred into the 2020 Association Capital Reserve budget allowed by Revenue Ruling 70604 if Board elects to do so. It was move by Unit 67 and seconded by Unit 38 to transfer the surplus funds to the Reserve account. All present approved. *This essentially gives the Association's CPA the option to use the correct form that will eliminate any tax penalties to the Association.*

**INFORMATION MEETING (From Presentation Display):** Shelley Gullet of Bishop Real Estate Management discussed:

Projects Complete: New cigarette disposal units installed at each building entrance.

Carpet and Painting: New stairway carpet and the front entrance ways of B2 & B3 completed

Doggie DNA: It was reported that this project has been instituted and is turning out to be a successful venture.

Parking Lot and driveways: Have been resurfaced and re-lined

B2 Garage card reader: has been replaced.

Yearly carpet cleaning and garage sweeping: Project completed

Roofs: All roofs were inspected and repaired where needed

Decks and Patios: 10 decks and 10 patios have been repaired, with more slated for 2019-2020

Dumpster Surrounds: the old surrounds have been removed and replaced with new privacy fencing.

Hot Tub: Has been replaced and installed, next steps is to have inspected by the State Pool and Spa inspector

Insurance Deductible: The association and unit insurance deductible has been changed to \$15,000.00 for all incidents, saving \$3,000.00 per year in policy costs.

B3 Garage Door: B3 garage door has been replaced, twice when old one broke.

Bylaw Change: A bylaw change was sent to all owners to have a new owner contribute additional funds to the reserves was sent and failed to pass by the required 2/3rds of voting owners.

B2 Garage foundation: Quote has been received to fix cracks in the foundation in B2 garage. The worst cracks will be repaired during 2019-2020.

Building Fire Alarms: There have been issues with the fire alarms in buildings, this prompted the Board of Directors to obtain a quote to inspect all fire alarms for age.

Bishop Real Estate Management announced that a new software has been acquired and will be live on January 1<sup>st</sup>, 2020. This will provide owners with easier viewing of their owner statements as well as allow owners to pay their condo fees on-line through an ACH without having any fees associated with this new process. It was further mentioned that anyone paying with a credit card would be assessed 2.9% directly when paying by credit card.

Chris Connor- Treasurer, then began the financial discussion. First Chris explained the financial terms and qualifications for fund being placed in the Operations Account versus the Reserve Account. As of September 30, 2019, the Operating account had a balance of \$169,283 and the Reserve account had a balance of \$155,390. Delinquencies were reported at an all time low of \$5,557 which includes (30, 60, 90 days).

Following those reports an overview of the 2020 budget was conducted. Chris Connor explained the need to have an increase in the 2020 condo fees in order that the association is able to meet its necessary expenses:

- A \$10.00 increase in condo fees in 2020; going from \$229 to \$239 per month
- Buildings 2 and 3, special assessment for heat, hot water, elevator, boiler and garages have also been increased by \$6.00; going from \$74.00 to \$80.00 per month.
- The \$32.00 construction loan payment remains the same and it was noted we are half way through this length of this loan.
  - B1 + B4 2020 dues = \$271.00 per month
  - B2 & B3 2020 Dues = \$351.00 per month

There being no quorum, there was no vote on the budget nor election of directors.

Questions were answered and the meeting was adjourned at 8:00pm.

Respectfully Submitted,  
Shelley Gullett  
Property Manager  
Bishop Real Estate Management

**OAK BRIDGE CONDOMINIUM ASSOCIATION  
ANNUAL MEETING PROXY  
October 22, 2020**

KNOWN ALL MEN BY THESE PRESENTS that I/WE, \_\_\_\_\_

\_\_\_\_\_ owner(s) of Unit \_\_\_\_\_ at Oak Bridge  
Condominium, City of Concord, County of Merrimack, State of New Hampshire, do hereby  
nominate and appoint: the Board of Directors of the Unit Owners Association, or  
\_\_\_\_\_, as my/our lawful proxy, to attend and represent me/us at the  
meeting of the Unit Owners Association scheduled for October 22, 2020, 6:00 PM at the  
Church of Christ located on 141 Fisherville Road, Concord, NH, to cast a vote in my/our stead  
on any resolution, proposition, question or other matter which may come before the meeting  
upon which I/we would be entitled to vote.

This proxy shall be void if the person conducting the meeting receives actual notice of its  
revocation in writing prior to the beginning of the meeting. Your proxy will be returned to you  
should you attend the meeting.

IN WITNESS WHEREOF, I have executed this proxy on the \_\_\_\_\_ day of  
\_\_\_\_\_, 2020.

\_\_\_\_\_  
Unit Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**OAK BRIDGE CONDO ASSOCIATION - 2020**  
**BOARD OF DIRECTOR'S CANDIDATE NOMINATION FORM**

The following information is required to place your name on the ballot for election to the Oak Bridge Board of Directors, starting Jan. 1, 2021.

Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Experience:

Objectives:

Becoming a member of the Board of Director's is a major responsibility and requires a firm commitment. Please do not volunteer unless you are willing and able to make this type of commitment to your Association. Information on Board responsibilities can be found

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_

[Please read following if thinking of running for the Board:  
<http://www.oakbridgenh.org/documents/BOD-role.pdf> --- "What a Board Member Does"]

**PLEASE MAIL OR FAX (603-880-7171) THIS FORM -- BY 5PM MONDAY, OCTOBER 19, 2020**  
**Oak Bridge Condo Association**  
**c/o Bishop Real Estate Management**  
**PO Box 446, Nashua NH 03061**

## Oak Bridge Condo Association - 2021 Approved Budget

Acct	Description	2018	2019	2020	2020	2021	2021	Notes - 2021
		Actuals	Actuals	Actuals Projected	Budget	Budget		
<b>Income</b>								
4119	Condo Fees	527,040.00	461,199.29	516,240.00	516,240.00	529,200.00	I	\$245.00 condo fees, 2.5% or \$6 increase in 2021
4125	Buildings 2 & 3 Addl Fee	106,560.00	75,606.19	115,200.00	115,200.00	115,200.00		\$80 add'l 2 & 3 (incl. heat/hot water, elevators, garage)
4130	Construction Assessment	69,120.00	70,838.05	69,120.00	69,120.00	69,120.00		\$32/unit for 12-year construct. loan (roof, ventilation, siding, painting)
4800	Doggie DNA/PooPrints		4,937.90	3,743.00				NOT a budgeted line item
	B2/B3 Boiler Replacement Fund	12,960.00	12,960.00			11,520.00	I	\$8.00/month contribution, B2/3 boiler replacement
	<b>Total Income</b>	<b>702,720.00</b>	<b>625,541.43</b>	<b>700,560.00</b>	<b>700,560.00</b>	<b>725,040.00</b>		
<b>Reserve Expenses</b>								
1170	TD Bank Capital Reserve	52,704.00	49,500.00	61,948.80	61,948.80	63,504.00		12% of condo fees, \$5162.40/month
7745	Add'l Funding - Rockland Const. Loan	80,460.00	80,500.68	80,500.68	80,500.68	80,500.68		\$32/unit - 12-year 2014 constr. loan (year 7)
	B2/B3 Boiler Replacement Fund					11,520.00	I	B2/3 boiler replacement fund
	<b>Total Reserve Expenses</b>	<b>133,164.00</b>	<b>130,000.68</b>	<b>142,449.48</b>	<b>142,449.48</b>	<b>155,524.68</b>		
<b>Operating - Expenses</b>								
6102	Accounting - CPA	0.00	1,250.00	5,000.00	5,000.00	5,000.00		CPA yearly review & taxes
6194	Administrative	609.65	925.08	300.00	1,000.00	1,000.00		paper, envelopes, copies, postage
6071	Carpet Cleaning	2,700.00	5,500.00	5,985.00	5,400.00	6,000.00	I	Bi-annual common area carpet cleaning, 10% increase
6206	Caret/Floor Replacement	0.00	20,900.00	14,658.00	14,900.00	16,700.00	I	B2 OR B3 area flooring vinyl plank flooring by elevator
6960	Clubhouse	773.18	1,717.14	3,100.00	7,000.00	5,000.00	D	supplies + maintenance
6076	Common Area Housekeeping	21,339.98	23,782.00	23,968.00	24,088.00	24,000.00		Titan Cleaning + dumpsters
5585	Contingency				314.52	315.32		rainy day fund
6149	Deck Repairs	24,650.00	29,575.20	49,258.00	33,600.00	64,400.00	I	34 decks; pvc compound, using reserve funds
6196	Doggie DNA		4,149.35	3,500.00				NOT a budgeted line item
6197	Electricity	59,720.84	62,178.98	66,785.00	60,000.00	67,000.00	I	Until, approx. 11% increase
6208	Elevator	9,001.09	12,748.00	15,459.00	12,000.00	15,000.00	I	service, inspections + repairs - Stanley Elevator 10% increase
6207	Fire System/Alarm	4,450.00	1,646.73	5,305.00	7,500.00	6,000.00	D	service, inspections, fire extinguishes + repairs
5061	Heating - Additional (B2/B3)	52,412.47	51,320.26	47,800.00	55,000.00	50,000.00	D	B2 + B3 gas heat
6198	Heating (Gas) - Clubhouse	8,544.63	8,650.59	7,200.00	10,000.00	8,000.00	D	Club House heat + hot water "on demand"
6091	Insurance	39,318.50	39,316.36	30,000.00	41,948.00	31,000.00	D	Master Ins. Policy State Farm, D&O Ins. Travelers
6211	Irrigation System	0.00	1,924.40	500.00	4,500.00	15,000.00	I	repairs to irrigation B1+B4+CH
6074	Landscaping	20,000.00	22,857.12	20,000.00	20,000.00	20,000.00		Landscaping contract - incl mulch + grass treatment
6820	Landscaping - Other	8,452.38	0.00	220.00	2,000.00	2,000.00		misc. landscape issues
6101	Legal	3,063.00	1,403.75	1,200.00	2,000.00	2,000.00		legal services, delinquencies, liens
5200	Maintenance (general)	65,928.25	33,409.55	43,000.00	35,000.00	44,000.00	I	general building and grounds, GSPH 10% contract incr.
6073	Maintenance - Buildings 2 + 3	28,917.55	32,795.20	39,000.00	39,000.00	40,000.00	I	plumbing, heating, garage, garage ventilation system
6111	Management Fees	26,820.00	43,200.00	43,200.00	43,200.00	43,200.00		property management
6203	On-Site Maintenance	8,321.59	13,398.50	29,000.00	19,760.00	30,000.00	I	part-time maint. + employer workman's comp.
6143	Patio Repairs	4,880.00	6,350.00	0.00	6,200.00	0.00	D	not until 2022 or 2023
7060	Pavement		27,210.00	0.00	15,000.00	10,000.00	D	crack sealing + re-lining/stripping NH Blacktop
6210	Pest Control	2,740.00	7,575.00	4,200.00	6,000.00	4,500.00	D	critter control, unlimited on-demand
6209	Pool Maintenance	6,344.35	2,285.68	2,500.00	4,000.00	3,000.00	D	chemicals, supplies + maintenance of equipment



6205	Reserve Analysis	3,500.00	0.00	0.00	0.00	0.00	completed 12/2018, good until 12/2023, 5 years
6925	Snow Removal	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00	Snow Plowing contract
6940	Snow Removal Extras	2,100.00	0.00	0.00	3,000.00	3,000.00	ice dam + roof shoveling removal + backhoe snow removal
6201	Telephone - B2 & B3 - Elevator	3,257.18	3,064.53	3,300.00	3,400.00	3,400.00	emergency phones in elevators
6202	Telephone - Intercoms	1,778.64	2,023.06	2,400.00	2,000.00	2,500.00	I phone lines for Intercoms/Buzzers
	Telephone - Always on Call	941.00	1,044.27	1,050.00	0.00	1,100.00	emergency after hours phone coverage
6950	Trash Removal	4,980.04	5,196.52	10,500.00	7,200.00	11,800.00	I City of Concord
6885	Tree Trim and Removal	0.00	2,100.00	980.00	2,000.00	2,000.00	warm weather tree maintenance
6173	Water & Sewer	68,335.10	68,666.39	76,100.00	60,000.00	76,000.00	I City of Concord

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2020 Budget</u>	<u>2021 Budget</u>
<b>Total Operating Expenses</b>	<b>504,879.42</b>	<b>559,163.66</b>	<b>576,468.00</b>	<b>558,110.52</b>	<b>569,515.32</b>
<b>Total Expenses</b>	<b>638,043.42</b>	<b>689,164.34</b>	<b>718,917.48</b>	<b>700,560.00</b>	<b>725,040.00</b>
<b>Total Income</b>	<b>702,720.00</b>	<b>625,541.43</b>	<b>700,560.00</b>	<b>700,560.00</b>	<b>725,040.00</b>
<b>Net Income</b>	<b>64,676.58</b>	<b>-63,622.91</b>	<b>-18,357.48</b>	<b>0.00</b>	<b>0.00</b>

	2018	2019	2020 Projected			
B1 water & sewer	8,872.67	13,023.19	15,950.00			
electric	5,722.76	6,790.01	7,200.00			
B1 Total	14,595.43	19,813.20	23,150.00			
B2 heat	25,603.41	25,515.27	23,900.00	account 5061		
water + sewer	20,220.51	21,966.76	25,400.00			
electric	14,906.77	14,495.37	14,800.00			
B2 Total	60,730.69	61,977.40	64,100.00			
B3 heat	26,808.90	25,804.99	23,900.00	account 5061		
water + sewer	28,521.59	23,385.23	23,500.00			
electric	14,453.13	14,092.09	14,500.00			
B3 Total	69,783.62	63,282.31	61,900.00			
B4 water & sewer	9,645.79	12,006.47	9,400.00			
electric	7,638.74	9,084.74	9,800.00			
B4 Total	17,284.53	21,091.21	19,200.00			
CH heat	8,544.63	8,650.59	7,500.00			
water & sewer	1,440.30	1,206.47	1,200.00			
electric	16,999.44	17,030.78	20,100.00			
CH Total	26,984.37	26,887.84	28,800.00			
			<b>2020 Budget</b>	<b>2021 Budget</b>		
B2+3 elevator, maintenance, telephone	41,175.82	48,607.73	57,759.00	54,400.00	58,400.00	accounts 6200 + 5515 + 5418
plumbing; garage ventilation						
B2+3 Total Heat	52,412.47	51,320.26	47,800.00	55,000.00	50,000.00	account 5061
B2+B3 Total Expenses	93,588.29	99,927.99	105,559.00	109,400.00	108,400.00	
B2/3 add'l fee	64.99	69.39	73.30	75.97	75.28	B2/B3 total expenses for 120 units

2021 Dues*		Monthly Dues Breakdown
B1 + B4 dues	\$ 277.00	\$245 dues + \$32 Construction Loan
B2 + B3 dues	\$ 365.00	\$245 dues + \$32 Construction Loan + \$88 heat/hot water/garage/elevator/boilers*

\*this will change each year based on previous year's actuals