

**QUAIL RUN CONDOMINIUM TRUST
2015 ANNUAL MEETING ANNOUNCEMENT
TRUSTEE NOMINATION SOLICITATION**

November 13, 2015

Dear Quail Run Condominium Unit Owner:

In preparation for the upcoming annual meeting and Trustee election to be held on **Wednesday, November 18, 2015**, we are soliciting nominations for the two (2) Trustee positions that are scheduled to expire this year. The seats of Susan Zeller-Kent and Dan Serieka will be up for election, and these positions are for (3) three-year terms.

If you are interested in running for Trustee at the November 18th Annual Meeting, you must complete the attached Nomination and Biography form and mail it no later than November 3, 2015 to:

Quail Run Condominium
c/o The Dartmouth Group
4 Preston Court Suite 101
Bedford, MA 01730
Attn: Stephanie J. Capriulo

Alternatively, email the form to scapriulo@thedartmouthgroup.com or fax to 781-275-5842.

Taking a position on the Quail Run Board of Trustees is a very important decision. It is rewarding in the fact that each Trustee helps to shape the future of the entire community.

The Board recognizes that the obligations and responsibilities of the Trustees have significantly changed, over time, in maintaining the health and well-being of Quail Run operationally, financially and physically.

As such, the Board feels that identifying the responsibilities of the Trustees will help prospective candidates understand what is involved in being a Trustee.

Routine Responsibilities

- Daily communication with Board members either through email and/or phone regarding daily management decisions
- Attending multiple meetings held throughout each month including the scheduled monthly meetings
- Working closely with Property Management Company and the Property Manger inclusive of daily communication when necessary
- Management of finances with assistance from financial consultant and TDG
- Negotiate and manage vendor contracts
- Authoring and reviewing all communications released to unit owners
- Reviewing and deciding on all unit owner requests
- Updating policies and procedures
- Ensuring TDG maintains all documentation for Quail Run on the SenEarthco website

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Desirable Qualifications for Trustee Position

- Having a background in general finance and budget management
- Having experience in contract and vendor negotiations
- Having experience in conflict resolution
- Having experience in community living
- Living onsite at least 11 months of the year

The Board is hopeful that all nominees will take these responsibilities seriously and understand the strong time commitment that these positions entail.

Please provide a brief biography of your background using the attached form and include a Resume or Curriculum Vitae, if available.

We thank you for your interest in serving our community.

Sincerely,
Board of Trustees
Quail Run Condominium Trust