

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
December 1, 2010, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, J. Fitzsimmons, D. Roberts, D. Serieka, Trustees, K. Lazarus and F. Stoddard representing The Dartmouth Group ("TDG"). W. Howe, Trustee and H. Tillman, Communications Committee attended by telephone and retiring former Trustee J. Deasy also attended.

**November Minutes:** Approved.

**Procedural Note:** *In these minutes, action items are bold and italicized.*

**Interim Approvals Since the November meeting:**

None.

**Financial Matters:**

The Trustees reviewed the October 2010 Financial Report. It appears that we will have an operating surplus again this year even after accelerating additional expenses, previously scheduled for early 2011. This will hold down 2011 operating expenses.

***TDG will make one last attempt to confirm that we have a record of all 2010 disbursements to Ogden well.***

***The Trustees authorized the payment of \$430 to R. H. Curry after TDG confirmation that this was not paid earlier this year by APT.***

The vinyl rail rebate due to 10 VBW will be sent out this month and full overdue charges will be levied on all residents overdue one or more months. ***An additional notice will be sent to 2DG updating applicable penalties.***

***Maintenance Report:***

The SenEarthco site has the complete written monthly maintenance report submitted by our Maintenance Supervisor. Items warranting further discussion included ***the need to delete completed projects and the need for a rough sketch of the first electrical box dog house.*** The Trustees authorized the expenditure of up to \$200 for IT support for the Maintenance Supervisor and \$300 for siding repairs at 14 MG.

In house repairs have made to our maintenance vehicle which is now fully operational.

***Going forward, the Maintenance Supervisor will report on any resident requests not resolved within a 30-day period.***

***The Maintenance Supervisor will also finish cutting down junk trees growing in the retention area to comply with Conservation Committee***

**covenants. The resulting debris will be removed at the first opportunity next spring.**

**Management Report:**

The SenEarthco site has the complete report submitted by our Property Manager. Items of particular note include one significant overdue account in excess of \$1,400 and several other small 60-day overdues. **TDG has prepared an updated list of Trustees to be recorded later this month** and one large tree removal bid was received with unexpectedly favorable pricing. Other items of note discussed are recorded above under Financial Matters.

**Management Report Meeting Updates:**

The Trustees expressed particular disappointment on the lack of progress in fall gutter cleaning and asked this to be the top priority for TDG this week. **K. Lazarus will check our existing contract status with SPS and make a decision as to how we can get this done quickly and professionally.**

**K. Lazarus will also get a revised bid for the correct number and location of the large trees to be removed this winter as well as two additional bids.**

**K. Lazarus will contact Vanaria to cut down overgrowth in the VBW detention area and to remove dead annual plantings at the front entrance.**

**K. Lazarus will also compliment Vanaria on the excellent fall clean up this year.**

**K. Lazarus will be completing the necessary forms to rebid our insurance coverage for 2011 and will provide a list of all residents who have not submitted requisite personal information forms.**

**Landscaping/ Special Landscaping:**

As reported at the annual meeting, our drainage remediation efforts have been a disaster. The net result is that we will have a very limited remediation approval at best from the Conservation Committee and must deal with a potential payment of up to \$13,100 to our civil engineer. The only good news is that our Maintenance Supervisor, on his own initiative, has made considerable improvements to the existing infrastructure, which should reduce icing problems this winter in the mailbox area. **If there is adequate snowfall, we may create a temporary snow bank drainage berm to enhance water flow into the system.**

**Old Business:**

The Trustees approved modifications to the 6D process as discussed at the annual meeting and **authorized R. Clarke and H. Tillman to modify our Handbook and related forms to permit usage as of 1/1/11.** The effect of these changes is to make buyers of Quail Run units aware of any modifications to adjacent common areas that may require future attention or removal if unauthorized.

j. Deasy and F. Stoddard had prepared prototype unit number which have been posted at the mailbox area for several weeks. The Trustees have selected the 7 and 1/4" prototype (bottom sample at mail box area) **to be installed this winter in place of the old less visible numbers at all complexes except VBW.**

**New Business:**

The Trustees approved the expenditure of \$175 to record plot plans not yet on record at the Registry of Deeds. Most banks are now insisting that such plans be on record for most types of traditional refinancing.

The Trustees approved two administrative changes to our Declaration of Trust which clarify procedures for written notice by US mail, other communications where US mail is not required and annual meeting protocols. **This amendment, the eighth, will be recorded along with the current trustee document later this month.** The Trustees also approved a number of housekeeping edits and additions to our Handbook to update and clarify recent Trustee approvals.

The Chairman also noted that several recent amendments still need to be scanned in to our on-line version of the Declaration of Trust. **This will be done within the next month by H. Tillman along with the recorded copy of the Eighth Amendment to the Declaration of Trust..**

**The Trustees authorized R. Clarke to notify residents that reasonable holiday decorations in common areas will be permitted this year and will be discussed further at next year's annual meeting.** All such decorations must be removed no later than January 10 each year.

**K. Lazarus will review our existing master insurance policy and advise the Trustees at the January meeting as to reporting requirements for interior residence improvements.**

**Executive Session:**

The Trustees discussed various overdue initiatives with the Property Manager.

**Next Trustees' Meeting:** January 5, 2011, 5:00pm at the garage office.

**Adjournment:** The meeting was adjourned at 7:00pm.