

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
November 3, 2010, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

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

**October Minutes:** Approved as amended.

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

**Interim Approvals since the October meeting:**

Fred Stoddard has been hired by TDG as our new Maintenance Supervisor.

The Trustees approved a pet as requested by the buyer of 10 DG.

**Financial Matters:**

The Trustees reviewed the September 2010 Financial Report. As previously planned, we have accelerated entryway painting to level the 2011 operating budget but still expect to finish the year with a 2010 operating surplus.

***TDG is in the process of assimilating our financial records from APT and will research several items prior to our next meeting including a \$300 difference in payments to Ogden well, an old open plumbing invoice for \$800 and a budget overage for gutter cleaning. R. Clarke will research our telephone expense budget overage.***

H. Tillman has now prepared spread sheets in a variety of formats. ***These will be refined further and distributed to Trustees and the Finance Committee before our December meeting.***

**Maintenance Report:**

F. Stoddard provided an update on the golf cart recovery with immediate costs of approximately \$200 for towing and repairs. The Trustees approved the establishment of a \$500 petty cash account controlled by the Maintenance Supervisor, similar to prior APT arrangements. The Trustees authorized the purchase of up to \$200 in lumber and other building materials for ongoing in-house projects and a sum not to exceed \$400 for repair of water system shut-offs at KM.

***F. Stoddard and J. Deasy are working on a project to make unit numbers more visible and will present a prototype house number at the December meeting.***

### **Management Report:**

K. Lazarus will begin providing formal reports, along with meeting agendas next month and referred to several resident delinquencies still in the 30 day category. The Trustees endorsed TDG's collection process which provides 30 day written notice and 45 day referral to collection counsel absent extenuating circumstances. TDG will also apply overdue charges in accordance with our By-Laws.

K. Lazarus will attend the Conservation Commission Hearing tomorrow night whereby we seek approval to upgrade drainage in the mail box area. TDG has completed mailing requisite legal notices to all abutters and we will also be represented by Jay Duran, our civil engineer and Trustees Walt Howe and J. Deasy. We are attempting to complete this work before the winter freeze to resolve chronic winter icing problems as well as road damage. TDG will seek at least 3 bids for early completion.

K. Lazarus will work with our Communications Committee to reconcile and integrate information on the Quail Run and Dartmouth web sites.

TDG will rebid our insurance arrangements as a result of dissatisfaction with the current broker and insurer.

### **Landscaping:**

Assuming our mail box project is approved, D. Binding will perform a day of tree work on Monday, Nov 8, to include the removal of two willows causing part of the drainage issue. R. Clarke will notify residents on Nov 5 and seek resident requests for pruning, etc. as next Monday will be the final planned 2010 day of tree services.

The Trustees were advised that reseeding behind VBW units 1-4 will have to be redone in the spring.

### **New Business:**

The Trustees considered a proposal to notify sellers and buyers of issues that need to be addressed as part of the resale process (6D form). The concept will be discussed at the annual meeting and voted upon at our December meeting.

### **Annual Meeting Preparations:**

***TDG will e-mail its proposed annual meeting hard copy package to Trustees for comment on Thursday, Nov 4. Mailing must be done soon.***

TDG will supply the AV equipment and work with our Communications Committee on other logistics. The Trustees authorized \$100 for light refreshments.

***D. Serieka will establish protocols for the gathering of signed resident proxies.***

### **Executive Session:**

Further discussion of internal communications was conducted.

**Next Trustees' Meeting:** December 1, 2010, 5:00pm at the garage office. The Trustees also confirmed November 18 as the date for our 2010 annual meeting. To be held at the First Congregational Church in Woburn Center.

**Adjournment:** The meeting was adjourned at 6:20 pm.