

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
April 6, 2011, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were D. Roberts, W. Howe, J. Fitzsimmons Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman, Communications Committee. R. Clarke attended by telephone. V. Murphy and P. Kelleher attended as Ad Hoc advisors for the repaving projects.

March Minutes: Approved.

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

Interim Approvals Since the March meeting:

The Trustees approved an increase in our insurance coverage to \$450,000 to facilitate resident procurement of reverse mortgages.

The Trustees have moved our capital reserve money market account to Patriot Community Bank for a better return and also to facilitate CD purchases.

The Trustees approved a small garden to the rear of 9 SMB and declined a request for overnight use of guest spaces without fee by the owners of 9 MG.

Management Report:

Report Date: 04/01/2011

Report Title: Quail Run Condominium Trust - Management Report

Downspout and Building Siding Repairs (FOR DISCUSSION AND VOTE)

Down spouts and siding to nine building locations were damaged this past winter and are in need of repair. Craftsman will repair all nine at a cost of \$3,680. However, Vanaria is responsible for two repairs reducing the Association's cost to \$3,310. It is recommended that the Board of Trustees approve this expenditure.

Catch Basin Repairs (FOR DISCUSSION AND VOTE)

Three bids have been received for the four catch basins in need of emergency repair. They are as follows: New England Sealcoating at \$4,275, Greenwood at \$5,300 and Boston Black Top at \$5,800. It is recommended that the Board of Trustees award this repair work.

Delinquency Report

There are no issues related to past due arrears to report as of March 31, 2011.

Grounds Maintenance

Vanaria - Winter (FOR INFORMATION ONLY)

Ten property repairs as a result of snow plow damage will be completed by Vanaria by mid April. Most repairs are berm replacements. For review, attached is a list of all repairs.

Vanaria - Spring (FOR INFORMATION ONLY)

The spring clean up has been completed. At the Board of Trustee's direction, the mulch for 2011 will be Red Hemlock.

Road Surface Drainage (FOR INFORMATION ONLY)

A request was sent out to residents soliciting issues with road surface drainage. Five residents reported issues and they were all reviewed with a contractor for consideration in the 2012 asphalt project. Attached for review, is an outline of the issues reported. In addition, ten residents reported minor issues with downspouts. All will be addressed in-house (maintenance).

Monthly Financials

Attached for review are the financial statements as of February 28, 2011. For month end February, Quail Run is operating at a surplus of \$4,776.65. However, there is a significant deficit of \$2,094 in water and sewer. The water and sewer invoice for July through December of 2010 was received in February and as a result, the category was under accrued. TDG is working with the CPA to make an adjustment on the year end financials followed by a reversal for this year.

Projects

Pulverize and Repavement at the bottom of Quail Run/Mail Box Area (FOR INFORMATION ONLY)

The Dartmouth Group has recommended that a specification be drafted for this project and sent out to the five previous contractors. A specification will be provided for discussion and approval by the Board of Trustees.

Maintenance Report:

1. Address Numbers at Johnson's Grant, Saw Mill Brook Way, Douglas Green and Kendall's Mill are complete leaving Michaels Green which will be completed by month end April.
2. Attended a pool seminar and was certified on March 23, 2011. Pool services for start up and chemicals. Pool house repairs and preparation. There are multiple pipe bursts and the estimated labor time for repairs is 7 full days.
3. Water pressure – Homeowner at 18 Kendall's Mill has requested to increase water currently at 24 PSI.
4. Request to repair the front step repairs at 9 Saw Mill Brook. TDG recommends an in house repair adding a step for less than \$100 in materials.

5. There is a necessary repair to trash area at Saw Mill Brook. Estimated in house labor time is 2 ½ days.
6. The siding to 9 building locations was damaged over the winter is repairs are necessary. TDG recommends hiring Craftsman to repair all location at a total cost of \$3,680. However two locations are due to plow damage. Therefore, Vanaria is responsible for \$370 in repairs leaving the Association cost to \$3,310.
7. Ten minor issues with regard to downspout drains were reported and repairs will be done in house.
8. Other
 - Landscaping-Reseeding- poor areas
 - Irrigation Start up - Vanaria
 - New office Chair

Management and Maintenance Report Meeting Updates:

The Trustees approved the Craftsmen siding and downspout repairs as recommended and selected New England Sealcoating to do the storm drains (3 rebuilt, one repaired).

TDG will place brief analysis comments at the front of monthly financials going forward.

The Trustees approved the RFP prepared by TDG to ensure uniform bidding on our mail box repaving project. ***The Property manager will contact the 5 bidders and ask them for final pricing. We hope to get final approval within the next two weeks*** and have assured TDG that we understand their limited role in the final decision.

The Property Manager will speak with Joe Vanaria regarding our need for effective crabgrass control, early irrigation start-up, including sprinkler head repairs, and the need to ensure that his people do not pull up perennial plantings.

The Trustees approved the expenditure of no more than \$200 for loam, grass seed and starter fertilizer for use by both the Maintenance Supervisor and by residents wishing to repair bare spots. ***The Maintenance Supervisor will also inspect grass areas behind 1-5 VBW for possible ruts and soil erosion.***

The Maintenance Supervisor will blow out pool house water piping next fall as part of the shut down process to minimize damaged pipes and fittings.

The Trustees authorized the retention of our pool contractor to assist in opening the pool this year, 9 SMB step repairs and the expenditure of not more than \$300 for the repair of the SMB trash area.

The Maintenance Supervisor will study water pressure issues at KM, SMB and report back at the next meeting or sooner.

The Trustees encouraged TDG to present a plan for outsourcing power washing if needed this year.

The Maintenance Supervisor will notify the owners of 14 and 15 MG that inappropriate items stored in common areas must be removed or formal violations proceedings will commence within one week.

TDG will attempt to repair the QR office computer so that attachments can be opened.

Landscaping Report:

The eight large trees at DG and SMB have been removed.

The Trustees approved an expenditure not to exceed \$300 for replanting the front entrance and for bush replacement.

We will defer scheduling the next Binding tree work day until we have adequate work.

Old Business:

We have been informed that the official address for the Maintenance Garage is 16 MG.

The Trustees will await the results of the mail box area repaving before further planning for the 2012 repaving project. We are now leaning toward a more extensive regrind of troubled areas and cosmetic sealing of unimpaired surfaces.

New Business:

The Trustees have invited the Maintenance Supervisor, Property Manager and their immediate families to make personal use of our pool facilities this season.

Executive Session:

No discussions

Next Trustees' Meeting: May 4, 2011, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:15pm.