

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
August 3, 2011, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, J. Fitzsimmons, D. Serieka, W. Howe (by phone) Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman (by phone), Communications Committee.

July Minutes: Approved as corrected.

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

Interim Approvals by E-mail Since the July meeting:

The Trustees approved the expenditure of up to \$9,000 for engineering services required to satisfy an open Conservation Commission Order.

The Trustees approved the substitution of Scott Forbes for Craftsmen on the same hours and materials basis for SMB entryways/ privacy barriers and JG roofs repairs and raised the limit amount to \$9,000.

The Trustees also approved the payment of \$200 to the law firm of Riemer & Braunstein for court costs and rear stairs at 9 SMB.

Management Report:

Management Report For: Quail Run Condominium Trust

Report Date: 07/29/2011

Report Title: Quail Run Condominium Trust

Bids And Proposals

Capital Reserve Study - Noblin (FOR INFORMATION ONLY)

Management has contacted Noblin & Associates Consulting Engineers to request a bid to update the Quail Run capital reserve analysis study that was completed in 2009. Management is in receipt of a copy of the 2005 study and is awaiting a response back from Noblin.

Delinquency Report

Attached for review is the delinquency report for Quail Run. Only one unit payment of \$427.00 is 60 days past due. Management sent out a 45 past due letter requesting payment in full to the unit owner. In addition, the \$810.00 charge levied against unit 7 Michaels Green remains unpaid as of this date.

Exterior Building Maintenance

Building Repairs (FOR INFORMATION ONLY)

Because of a delay in Craftsmen's ability to begin the carpentry repairs at Saw Mill Brook Way, Scott Forbes was retained to complete them.

As of this date, 4, 9 and 10 SMBW will be complete at a cost of \$5,000 with 17 SMBW remaining.

Craftsmen Painting (FOR INFORMATION ONLY)

Management is working with Craftsmen to schedule the painting of Saw Mill Brook Way and Michaels Green front entrances as soon as the carpentry work is completed by Scott Forbes. In addition, we have asked Craftsmen to provide a bid to paint the railings at Vine Brook Way.

Monthly Financials

Attached for review are the monthly financial statements for month end June 2011. Quail Run operated at a net surplus of \$23,056.45 in June 30, 2011 with a net positive year-to-date variance of \$41,900.45.

Other

Water Flood at 15 and 16 Kendall's Mill (For Information Only)

Butterworth & O'Toole has submitted appraisals for damaged suffered in units 15 and 16 of Kendall's Mill as a result of a washing machine pipe burst in unit 16. We will be working with the two unit owners to settle both claims.

Other Insurance

Insurance Renewal (FOR DISCUSSION)

Attached is a memo from Bob McBride regarding Quail Run's upcoming (January 2012) insurance renewal. Because of the inconsistencies with regard to adequate insurance coverage, The Dartmouth Group has partnered with HUB international to manage all our clients' insurance policies. We have found HUB to be the most knowledgeable and service orientated of other insurance agents that we work with and hope that the board members will agree to use HUB International as agent for Quail Run.

Management/ Maintenance Report Updates:

While we are well ahead of operating budget, additional fall gutter cleaning and VBW railing painting will absorb at least \$9,000 of the year to date excess. Other pending operating charges are expected to reduce the year to date surplus to levels similar to the last two years. Additional reserve charges of approximately \$24,000 were booked in July in addition to the \$5,870 charge booked in May.

The Trustees approved the transfer of \$30,000 of our operating account cash to a CA Bank money market account currently paying .45% interest. **R. Clarke and TDG will investigate other longer-term options.**

The Craftsmen bids to paint remaining MG and SMB entrances and VBW railings aggregating \$9,100 were approved by the Trustees. ***This work is to be competed by September 30.***

The repair work at SMB is primarily due to termite and/or carpenter ant infestations. ***TDG is investigating our recourse under existing contracts with Envirosystems.***

The Trustees unanimously approved a motion rejecting the recent request by the owners of 7 MG to offset pending charges and finding that this request not to be in the best interest of our condominium association. Owners will not be reimbursed for unauthorized common area repairs by unapproved contractors. ***R. Clarke will notify their legal representative by e-mail.***

TDG will provide a schedule of supplemental services including cost of pool coverage during the Maintenance supervisor's vacation periods

The Maintenance Supervisor will ensure that our irrigation system will run two cycles daily through mid-September, early morning and late afternoon.

The Trustees approved a total expenditure of \$900 for motion light repairs which includes remaining work at SMB, \$300 for additional permanent signage and \$300 for winterizing limited toilet facilities at the pool house.

The Trustees also approved the purchase of a "dumpster bag" to remove SMB construction and pool house debris.

The Maintenance Supervisor has removed recycling containers at the mailbox area due to excessive and inappropriate debris being deposited. Residents will be asked to remove all of their mail and sort it at home. ***TDG will send a broadcast notice to residents which will also contain pool closure information.*** The pool will be left open after Labor Day only if we have reasonably warm weather.

While some of our pool furniture is wearing out, we have enough pieces remaining to meet our needs through the next pool season.

The Maintenance supervisor will check with the City to confirm that Quail Run water pressures are consistent with reasonable levels.

Landscaping Report:

The Trustees approved a 2 and ½% increase to the existing winter and summer Vanaria cost which will provide services for 3 years without further pricing increases. ***TDG will ask Vanaria to pay more attention to broad leaf weeds and to remove grass clippings dumped in conservation areas.***

R. Clarke will schedule an additional Binding visit sometime in September.

The Trustees provided a lunch for the Vanaria team at a cost of \$52.55.

Old Business:

Our environmental engineer has completed on site work and plans to submit a request for confirmation of the open environmental order this month. So far, our \$9,000 budget for this project appears to be sufficient.

S. Marx will report at our September meeting on how Quail Run measures up to new standards for FHA and reverse mortgage loans.

New Business:

R. Clarke will send a letter to the Woburn Police and Conservation Committee asking for help in eliminating the use of motorized dirt bikes and other unauthorized vehicles in our conservation areas and adjacent parklands.

The Trustees approved the proposal by TDG to work with Hub International as broker to represent a number of TDG client associations to procure cost effective insurance coverage consistent with prudent standards. As TDG will be earning a fee for this service, paid by Hub, we expect that our insurance costs will either reduce or we will receive confirmation that any added protection will more than offset any added cost.

The Trustees approved the installation of a white comparable Thermatrue French door (#S/130) in place of the existing rear slider at 6 DG. ***Prior to installation, the Maintenance Supervisor will meet with the contractor and confirm by e-mail that the installation plan meets other Handbook specifications.***

Annual Meeting:

R. Clarke, W. Howe and H. Tillman will meet with S. Marx and F. Stoddard to prepare the first cut at the 2012 budget on August 24. St. Barbara's Church has been selected by the Trustees as the site for our fall annual meeting and approved a \$300 donation in return. Trustees Howe and Clarke have indicated a willingness to stand for reelection.

Executive Session:

The Trustees discussed a request from TDG for pricing increases under maturing contracts as well as other compensation issues which will impact the 2012 budget. The Trustees agreed to a 3% TDG increase for 2012 which is in line with comparable market levels. S. Marx was again commended by the Board for his services to date.

Next Trustees' Meeting: September 7, 2011, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 7:05pm.