

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
February 2, 2011, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, D. Roberts, D. Serieka, W. Howe Trustees, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman, Communications Committee. R. Keller attended by telephone.

**January Minutes:** Approved.

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

**Interim Approvals Since the December meeting:**

None.

**Financial Matters:**

The Trustees reviewed the preliminary December 2010 Financial Report. It appears that we will have an operating surplus in excess of \$24,000 this year even after accelerating additional expenses, previously scheduled for early 2011. This will hold down 2011 operating expenses.

The Chairman subsequently has asked TDG for advice regarding transferring the resulting excess operating cash to the reserve account once we have audit confirmation of the reported 2010 surplus.

**Maintenance Report:**

***Our Communications Committee will assist the Maintenance Supervisor in placing all seasonal pending projects back on SenEarthco.***

***The Maintenance Supervisor will investigate exterior panel replacement as the next step in resolving electrical box problems.***

**Management Report:**

**Delinquencies**

Four residents show minimal past due balances for late fees totaling \$158.48.

**Financials**

Through December, there is a net surplus of \$24,840. The current reserve funds balance is \$353,256.

**Finance Committee Access to Senearthco**

Completed – all members have access.

**Railing Rebates**

Fred is inspecting. Rebates processed. TDG is tracking resident rebates.

**Lynch**

Account is now paid in full.

**Tree Bids**

A vendor has not been selected. Project completion date of February 28, 2011 will have to be extended due to the snow and lack of access.

**6-D Process**

TDG is compliant with Board sign-off.

**Senearthco Condo Docs**

Working with Walt to complete.

**Senearthco Residential Listing**

Working with Senearthco.

**Phone Analysis - Billing**

Jim Stento has provided an accounting. Fred and I will investigate the pool lines when the weather permits and we can access the pool area.

**Insurance- Improvements**

Working with Ken Lazarus to complete. I need clarification from the board on this.

**Emergency Forms –**

The deadline has passed and we still have some non-compliant owners who will now be assessed a \$15 fine daily.

**Fred – Petty Cash**

TDG will utilize cash cards from Home Depot or Lowes.

**Numbering Project**

Fred is assembling in the garage. Will install when complete.

**Management Report Meeting Updates:**

The Trustees approved the Mayer bid of \$6,700 to remove the 8 large hazardous trees at DG and SMB. The work is to be completed as soon as snow conditions permit.

***The Trustees have asked TDG to confirm advice offered by R. Keller at the meeting regarding reporting of owner improvements and a golf cart insurance payment received lat November.***

***R. Keller offered to arrange a meeting with K. McBride, TDG CEO and our Communications Committee regarding continuing problems with updating Handbook and condo documents on SenEarthco as well as violations reporting and availability of monthly financials to all residents.***

It appears that TDG has no real record of weather resistant deck and railing replacement. Residents will be asked to contact Nancy McAuliffe to report completion of work which will then be inspected by our Maintenance Supervisor prior to reimbursement.

***R. Keller will arrange for the Maintenance Supervisor to attend the March pool certification program.***

The Trustees expressed concern over the lack of progress in the number of tasks not completed from the January minutes including SenEarthco issues, identification of phone lines, insurance advice, 15 MG bid, resident lists and key contact (Synopsis) lists.

Six residents are now incurring daily fines of \$15 for failure to submit emergency forms.

***The Maintenance supervisor will be installing new unit numbers at a minimum of one area each month beginning with JG.***

R. Keller had an emergency at another property, was excused and terminated the phone connection. The Trustees subsequently approved a bid from R. Silwa to spring clean our gutters thoroughly at a cost not to exceed \$3,000 and left the written contract with F. Stoddard.

**Old Business:**

At the request of TDG, the Trustees approved the elimination of penalty interest for overdue charges but reaffirmed the existing late fee structure and payment application process. The Trustees also approved a minimum of \$10 below which overdue penalties will not apply. ***R. Clarke will draft an administrative amendment and H. Tillman will update the Handbook.***

***R. Clarke reported on the Duran settlement negotiations and will proceed to dispose of the matter for an amount of \$4,000 or less.***

**New Business:**

The Trustees approved a request from the owner of 10 DG to install a double hung window in the rear wall of his basement facing the woods. This will replace the existing casement window and will be a Harvey white vinyl window to be installed in the existing window frame.

R. Clarke has applied to the Conservation Committee for an Order of Compliance relating to a DEA requirement going back to 1989. We believe that this was an administrative oversight which should be corrected this spring if not sooner.

A small claims suit was brought by our gutter contractor which is totally without merit and should be disposed of at a hearing scheduled for May11 with R. Clarke attending.

***The Trustees authorized R. Clarke to retain L Greenwood to prepare repaving specs*** for our upcoming 2011/2012 paving project. We will use these specs to solicit multiple bids and reimburse Greenwood an amount not to exceed \$3,000 if he is not the successful bidder.

**Executive Session:**

The Trustees discussed personnel matters.

**Next Trustees' Meeting:** March 2, 2011, 5:00pm at the garage office.

**Adjournment:** The meeting was adjourned at 7:15pm.