

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

Meeting called to order at 5:00pm.

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

December Minutes: Approved.

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

Interim Approvals Since the December meeting:

The Trustees approved the expenditure of no more than \$3,200 for fall gutter cleaning, No more than \$200 for Holiday wreaths and \$225 for Holiday gifts to our 3 primary TDG contacts. The Trustees also approved the establishment of a Lowe's credit facility of \$1,500 for the Maintenance Supervisor and modified his work hours to 7:30am to 4:00pm.

Financial Matters:

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

R. Keller will give access to SenEarthco monthly financials to the Quail Run Finance Committee (R. Waehler, R. Kenney, H. Tillman). We still need to find a way for others at Quail Run to see monthly financials (to be discussed at the February meeting).

R Keller will confirm that all overdue payments from 2 DG have been paid in full, that TDG will continue to charge full penalties on other overdue payments and that all pending deck and railing rebates have been sent to residents.

Maintenance Report:

F. Stoddard reported that seven pending resident maintenance requests were over 30 days old with all but 3 weather/seasonal related. Those latter requests were ***all lighting issues at various trash areas which will be addressed in the next week.***

The Trustees are aware that fall gutter cleaning was not completed before adverse weather set in. ***R. Keller will attempt to find a gutter contractor who will come in at this late date at reasonable cost.*** Otherwise, we will have to

wait until next spring at which time we will have a thorough cleaning done. **R. Keller will keep residents who have lodged complaints informed.**

R. Keller will forward the Craftsmen bid for siding repairs at 15 MG to the Trustees for e-mail approval.

The Trustees confirmed prior written instructions to the Maintenance Supervisor that his primary role was to monitor snow removal progress by Vanaria and to communicate directly with Joe Vanaria regarding any issues. He certainly is expected to step in to alleviate any emergency situations but should leave the job of snow removal to our contractor. **Fred will, among other issues, ask that snow crews not to block access to trash areas and pay more attention to icy areas where there is pedestrian traffic.**

Management Report:

Delinquencies

Only one resident monthly fee is overdue for one month with significant prepaid balances from a number of other residents.

Financials

Through November, there is a surplus of \$17,410 which should approximate the expected result for the full year.

Gutter Cleaning

A payment of \$1,500 was sent as payment in full to our gutter contractor who failed to complete the job. Further remediation may not be possible until spring unless we have a prolonged spell of warm weather.

Lowe's account

The Quail Run application was rejected. When the written explanation arrives, we will forward the reasons to the Trustees for further action. We will offer an interim solution at the January meeting so that various in house projects are not stalled.

Uniform Request

TDG will ask the Trustees to approve an amount not to exceed \$300 for uniforms for the Maintenance Supervisor

Tree removal

We have now received four bids for tree removal at DG and SMB and we will recommend the approval of \$6,700 to be paid to the Mayer Company with a completion date of Feb 28, 2011.

Property Manager

R. Keller has now assumed duties from K. Lazarus

Maintenance Supervisor

E-mail issues are now resolved

Accounts Payable

Year end processing of payables has been completed.

Management Report Meeting Updates:

R Keller will forward the Lowes rejection letter to R. Clarke who will attempt to seek reversal either at Lowes or at Home Depot. In the interim, R. Keller will find an immediate solution to providing the Maintenance Supervisor with funding for long stalled projects.

The Trustees voted not to provide uniforms for the Maintenance Supervisor but remain open to further discussions with TDG management.

The Trustees approved the Mayer proposal but encouraged TDG to go with a lower bid if received.

Landscaping/ Special Landscaping:

The Trustees approved an expenditure not to exceed \$400 for October Glory red maples to replace trees next spring removed over the past year.

Old Business:

The Trustees confirmed prior instructions to R. Clarke to settle the remaining Duran claim within that maximum \$6,400 amount.

R. Keller will flag the documents section of SenEarthco to refer to the Quail Run site for a complete set of condominium documents and will ensure that TDG does not issue 6D certificates without the completed requisite Quail Run request form specified in the Handbook.

F. Stoddard will continue to monitor parking violations and will report repeat offenders to TDG for noticing and imposition of fines.

Several "To Do List" items were extended to the February meeting, or before if possible, including telephone expense analysis, advice on reporting unit interior improvements to our insurer, renewal of our master insurance arrangements and posting of violations on SenEarthco.

New Business:

The Trustees approved operating account purchasing limits of \$200 for The Maintenance Supervisor and \$1,000 for the Property manager below which prior Trustee approval is not required.

F. Stoddard presented a bid of approximately \$500 per unit to install canvas covers to protect outside electrical boxes from weather and vandalism. ***D Roberts will investigate various options other than canvas covers and will report back at the February meeting.***

R. Keller will report back on the availability of "Synopsis " summaries of vendors and other key contacts as well as current listings of residents both alpha and by address.

The owner of 13 VBW joined the meeting to seek limited permission to use guest parking spaces. After extensive subsequent discussion, the Trustees voted to reduce monthly parking space rentals throughout Quail Run to \$30 per

month and to offer overnight usage of guest spaces for the same monthly fee. Should paid visitor space usage become excessive, the Trustees will have to increase the monthly rental for visitor spaces accordingly but hope that the new arrangement is fair and equitable for all residents. In fairness to those renting spaces, we will increase parking enforcement of parking rules as amended.

R. Clarke will continue to monitor various issues relating to our lack of an “as built” survey of the full complex but no immediate action will be taken unless future sales of Quail Run units are significantly impaired.

Executive Session:

The Trustees discussed personnel matters to be revisited next month.

Next Trustees’ Meeting: February 2, 2011, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:55pm.