

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
July 6, 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, D. Roberts, W. Howe Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman, Communications Committee.

June Minutes: Approved as corrected.

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

Interim Approvals by E-mail Since the June meeting:

The Trustees approved the written confirmation of pet approval for 9 VBW, the final draft agreement for the sharing of certain tree work expenses with interested residents and \$5,500 to complete front entrance painting of SMB and MG front entry ways.

The Trustees also approved an expenditure not to exceed \$1,200 for expansion of our irrigation system. This amount was later revised to \$1,300.

Management Report:

Management Report For: Quail Run Condominium Trust
Report Date: 06/30/2011
Report Title: Quail Run C condominium Trust

Accounting

Petty Cash (FOR INFORMATION ONLY)

A petty cash account has been set up and activated at Patriot Bank for Quail Run purchases using a debit card. As agreed, this new account will not exceed a balance of \$1,000 at any given time.

Delinquency Report

Attached for review is the Quail Run delinquency report and at this time, there are no significant issues to report on.

Exterior Building Maintenance

Craftsmen Painting Proposal (FOR INFORMATION ONLY)

It has been determined that the 2010 painting proposal covered all building clusters except Saw Mill Brook and Michaels Green. Craftsmen completed this work in November of 2010 and was paid \$10,000 per the proposal. Management has requested an additional proposal to paint SMB and MG this year from Craftsmen and expects the per unit cost to remain the same as 2010.

Craftsmen Building Repairs (FOR INFORMATION AND DISCUSSION)

Necessary exterior building repairs have been identified at 4, 9, 10 and 17 Saw Mill Brook. Craftsmen has provided a time and material proposal. Hourly rate is \$45.00. Management followed up on this and because the damage will not be known unit boards are removed, a dollar estimate is not feasible. The cost range is projected to be between \$2,500 and \$5,000. There are two additional repairs (11 Johnson's Grant and 12 Saw Mill Brook) that are estimated at \$680 and \$750 or \$1,430. Management recommends accepting this proposal given the quality service that Craftsmen has provided to Quail Run over past years.

Monthly Financials

Attached for review are the monthly financial statements for month end May 2011. Quail Run is operating at a net surplus of \$14,190.37 through May 31, 2011 with a net positive year-to-date variance of \$19,139.37.

Other Insurance

Water Flood at 15 and 16 Kendalls Mill (FOR INFORMATION ONLY)

A washing machine hose and or valve failed at 16 Kendalls Mill causing a water flood and extensive damage to that unit and the adjacent unit (15 Kendalls Mill). The failure was the result of a corroded hose connection. CAU was notified of the flood and an adjuster from Butterworth & O'Toole is working on appraisals for both units which carry a \$5,000 deductible each. The restoration company Servpro performed clean up and demolition services in both units. This unfortunate incident highlights the need to perform preventative maintenance to units. As such a notice was sent to residents requesting an inspection of washing machine hoses and connections and to install "no burst" washing machine hoses.

Management/ Maintenance Report Updates:

While we are well under the budget plan overall, contracted repairs for roof, siding and entryways will exceed budget by at least \$5,000 based on approvals to date.

S. Marx will investigate appropriate short term investment options at CAI Bank for our excess operating funds of approximately \$30,000.

The Trustees approved planned roof and entryway repairs at JG and SMB on a time and materials basis. The Maintenance Supervisor will oversee the work and seek further approval if the aggregate cost appears that it may exceed \$5,000. The work is to be completed this month. Several SMB residents attended this portion of the meeting. Scheduled entry way repainting will follow the repairs.

S. Marx will review our termite contract for coverage of SMB termite damage now being repaired.

S. Marx will select at least one paving contractor to help us formulate plans for 2012 repaving work. We do not plan to use New England Sealcoating again due to several issues arising during the mailbox area repaving.

F. Stoddard will reprogram our irrigation system to run two cycles each day during hot periods without significant rainfall.

F. Stoddard and R. Clarke will inspect available power box switch covers as an alternative to more extensive over replacement.

Both S. Marx and F. Stoddard were commended for their excellent performance during the past few months which included a vast number of seasonal demands.

Landscaping Report:

R. Clarke will schedule the next day of tree work by D. Binding.

The Trustees approved the purchase of a Rototiller at a cost not to exceed \$300 so that we can do our own lawn repairs.

Communications Committee Report:

The September Quail Runner will contain pictures of recent water damage at MG and a reminder for residents to upgrade washing machine fittings and hoses as well as to shut off unit water service whenever residents are away regardless of the season.

Old Business:

The owner of 7 MG and his son joined the meeting to complain about pending charges of \$810 for window repairs. The terms of the arrangement were set forth in the May minutes and will be assessed to the unit pending a final determination that the cause was improper window installation.

R. Clarke reported that a noted environmental attorney has encouraged us to continue to hire an appropriate civil engineer to help us seek approval of an open environmental order. (Immediately after the meeting, a proposal was received from Peter Ogren, the VBW engineer and one of two people previously recommended by Dick Cutts Conservation committee Chair. Unfortunately, Mr. Cutts has just resigned which will undoubtedly delay and complicate any future attempts to comply with the Order.) R. Clarke will continue to manage our ongoing efforts in this area.

New Business:

D. Serieka presented cost estimates for a pool cover. While a cover could reduce pool operating costs, the price of a suitable cover would exceed \$10,000. Based on current operating costs, the payback period does not justify further consideration at this time. Should our operating costs rise, we will reconsider the issue.

We are experiencing excessive pool water loss. F. Stoddard will perform simple flow tests suggested by J. Fitzsimmons and, if not conclusive, will consult

with our pool company. In any event, we will permanently seal the inoperative pool lighting outlets this fall, once the pool is drained.

The three Trustees living at SMB will review a request by the owners of 9 SMB to install a rear stairway off the rear deck.

Annual Meeting:

R. Clarke will select a suitable site, prepare the initial draft PowerPoint presentation and schedule a 2012 budget meeting for mid-August. S. Marx will prepare spreadsheets to facilitate the budget discussions.

Executive Session: No discussions.

Next Trustees' Meeting: August 3, 2011, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 7:00pm.