

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
June 1, 2011, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, D. Serieka, D. Roberts, W. Howe Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman, Communications Committee. Bob Waehler and S. Elkind also attended.

**May Minutes:** Approved as corrected.

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

**Interim Approvals by E-mail Since the May meeting:**

The Trustees approved the expenditure of \$500 to repair our maintenance cart, a price adjustment to the New England Sealcoating bid to \$22,500 and the sprinkler valve repair to \$800.

The Trustees also approved increasing the Maintenance Supervisor's petty cash to \$1,000 and the 2010 Audit with related tax returns.

**Management Reports**

**Management Report For:** Quail Run Condominium Trust

**Report Date:** 05/26/2011

**Report Title:** Quail Run Condominium Trust

**Accounting**

**2010 Financial Audit Review and Tax Returns (FOR INFORMATION ONLY)**

The 2010 financial audit review and tax returns have been completed and approved by the Board of Trustees.

**Administrative Matters**

**CD Maturity (FOR INFORMATION ONLY)**

A check in the amount of \$51,564.53 was received in proceeds for the May 20, 2011 CD that matured. These monies were deposited into the Quail Run Reserve Money Market Account that will earn .75 percent.

**Petty Cash (FOR INFORMATION ONLY)**

At the request of management, the Board of Trustees approved an increase in the petty cash on hand from \$500 to \$1,000.

**Exterior Building Maintenance**

**Gutter Cleaning (FOR INFORMATION ONLY)**

An agreement was reached with John Silwa for a partial payment of \$2,500 for gutter cleaning services pending the outcome of the oak tree droppings. An inspection of the gutters will take place following the completion of the droppings to determine if additional cleaning is

necessary. From this, a dialogue with negotiations will take place with John Silwa.

**Pool Operations / Opening (FOR INFORMATION ONLY)**

Following resolutions to a few issues one of which required Verizon to repair an underground cable for the emergency pay phone, the Town Woburn has approved the pool to open for the 2011 season. The issue with the pool heater is resolved and all furniture is in place. We are looking at options for a mechanical pool cover. The pool is scheduled to open on Friday May 27th.

**Tennis Court (FOR INFORMATION ONLY)**

The tennis court surface has been power washed of all the dirt and mildew and is now ready for use.

**Grounds Maintenance**

**Vanaria (FOR INFORMATION ONLY)**

The irrigation system has been serviced and is operational. Loam, fertilizer and seed are now on site for resident use and the retention area at Vine Brook Way has been cut and cleaned. A property walk through was conducted with Chair Dick Clarke and the Vanaria assigned foreman on May 20, 2011. The review covered an emphasis on keeping up with weeds, trimming practices, tree pruning and the removal of the dead bushes in the common areas. A request was also made to perform all trimming earlier this year.

**Derek Binding (FOR INFORMATION ONLY)**

Arborist Derek Binding performed foliage treatments to property trees one of which was a winter moth spraying. A property walk through with Derek will be on schedule for early June to inspect and determine future needs.

**Projects**

**Pulverize and Repavement at Quail Run Entrance - Front of Mail Box Area (FOR INFORMATION ONLY)**

As a result of the pre-construction meeting held on May 11, New England Sealcoating had to adjust their bid due to an increase in square yards. As a result, the bid went from \$19,566 to \$22,399. This increase was justified and the Board of Trustees approved the new bid. This project will commence on Wednesday June 1, 2011 with anticipated completion on Friday June 3, 2011. All residents were informed of this project via a broadcast message that was sent on May 26, 2011. At all times at least one lane of the roadway will be available for inbound and outbound traffic.

**Management Report Meeting Updates:**

We remain comfortably ahead of budget and well within capital reserve expectations. ***TDG will adjust our year to date financials to show catch basin***

***repairs as a charge to the reserves rather than the operating account.***

Overdue resident accounts are minimal.

***S. Marx will report interim approvals as a separate category in future management reports.***

A lengthy discussion was held as CD strategy is driven by CAPEX plans. The Trustees approved a revised repaving program which will focus on completely redoing only the worst areas each year just as is being done at the mail box area. The Trustees voted to have a new Noblin type report done this year, subject to multiple bidders and to begin stretching out CD maturities within a 3 year horizon. The Trustees will purchase a new Patriot CB CD this week in the amount of \$70,000.

Rather than increase petty cash to \$1,000, the Trustees opted for a debit card arrangement At PCB to be funded and replenished by TDG at a \$1,000.limit. The card can also be used at an ATM eliminating the need for a separate petty cash facility.

The Trustees approved an expenditure of no more than \$2,000 to repair roofing issues at 12 and 13 SMB and 11 JG (TDG)

***R. Clarke will meet with J. Silwa on June 8 to resolve remaining gutter cleaning issues.***

#### **Landscaping Report:**

***R. Clarke will finalize the date for the next Binding visit next week which will focus on underbrush and junk tree cleanup.***

#### **Communications Committee Report:**

Once again, the Trustees complimented the Communications Committee on the latest Quail Runner edition.

#### **Old Business:**

The Trustees reaffirmed prior decisions not to seek final Conservation compliance with the 1989 Order as not being of benefit to the vast majority of Quail Run owners. The Trustees will investigate further the consequences of non-compliance but the available apparent cost-benefit information does not warrant any significant expenditure at his time. ***H Tillman volunteered to print out the full terms of the 1989 Order.***

The Trustees reaffirmed prior decisions to limit Trust expenditures for removal of chipmunks and other woodland animals within Quail Run units. The Maintenance Supervisor will seal all apparent entrance holes and provide remediation advice only.

#### **New Business:**

***F. Stoddard will procure cost estimates for expanding existing irrigation systems at JG and SMB.***

***R. Clarke will define further a program to have residents participate in the funding of work, not qualifying for full Trust expense absorption, to be done by our existing vendors.***

***R. Clarke will draft a letter to Stevin Road neighbors seeking their cooperation in preventing dumping of yard refuse in our conservation buffer areas.***

***S. Marx will follow up on a \$200 charge-back to Craftsman for VBW circle damage.***

D Serieka reported that the idea of a thermal pool cover may not be feasible but is awaiting one more piece of information.

The Trustees approved a golden retriever for the buyers of 9 VBW subject to Handbook and Master Deed provisions.

**Executive Session:**

The Trustees discussed further their mutual belief that much more evidence of unit sales impairment would be required to justify either the cost of compliance with the 1989 Conservation Order or even the retention of specialized counsel. So far, the issue was raised in two closings with one proceeding and one being aborted. It was not clear whether the termination was due to inexperienced counsel, negotiating tactics or a true concern with an open conservation order.

**Next Trustees' Meeting:** July 6, 2011, 5:00pm at the garage office.

**Adjournment:** The meeting was adjourned at 6:45pm.