

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
May 2, 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 Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG") and H. Tillman, Communications Committee. Former Trustee Joel Alpert also attended.

April Minutes: Approved.

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

Interim Approvals by E-mail Since the April meeting:

The Trustees approved the selection of New England Sealcoating at a cost of \$19,566 to resurface the mail box area.

The Trustees approved a Handbook insertion regarding exterior vents.

Management Report:

Report Date: 05/03/2011

Report Title: Quail Run Condominium Trust

Exterior Building Maintenance

Building Siding Repairs (FOR INFORMATION ONLY)

The majority of the siding repairs were completed by Craftsman. We are awaiting the availability of the impression siding product to complete the remaining few.

Gutter Cleaning (FOR INFORMATION ONLY)

John Silwa of Apex Painting completed the gutter cleaning at a cost of \$3,800.00.

Pool Operations / Opening (FOR INFORMATION ONLY)

The pool is operational and additional efforts have been made to eliminate future pipe bursts. In addition, the pool deck has been power washed. There is a minor issue with the heater that is being worked out with the vendor. The pool application has been completed along with the annual fee payment and an inspection by the Town of Woburn is scheduled for May 11th. We are on target for the Memorial Day weekend pool opening.

Grounds Maintenance

Vanaria - winter (For Information Only)

Repairs to the property as result of plow damage this past winter are now complete.

Vanaria - spring (For Information Only)

Mulch has been spread throughout the community and at the board's authorization, \$200.00 worth of loam, seed and starter fertilizer will be on site for use by the end of this week. The irrigation system is scheduled to be activated during the week of May 9th. We have been assured that the pre-emergent previously applied to the turf will be effective and minimize the crab grass.

Projects

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

This project has been awarded to New England Sealcoating and will commence the week of May 16th. Proper notification will be made to residents as soon as a date during that week is finalized. An on-site pre-construction has been scheduled with project manager Craig Swain on Wednesday May 11th at 2:00PM.

Management Report Meeting Updates:

The Trustees reviewed the March 2011 Financial Report which shows a first quarter surplus against the monthly budget allocation and no year to date reserve expenditures. S.Marx will provide an explanation as to \$1,100 in Vanaria special snow charges. ***TDG will renew a maturing reserve account CD in the amount of \$51,112 plus accrued interest for one year at Patriot community Bank.***

The Trustees expressed disappointment with the recent gutter cleaning which was to occur only after oak debris has fallen. S. Marx will review the terms of the engagement and seek redress from the contractor.

S Marx will discuss various additional open issues with Vanaria to include contractual issues of retention area cutting and pruning practices. Other issues include broad leaf weeds and closure of several plow damage items. F. Stoddard will follow up on sprinkler shut-off modifications, previously approved but not completed.

The Trustees authorized the hiring of a two man crew for one day to cut down invasive growth and tree debris in conservation areas, cost not to exceed \$800.

R. Clarke and F. Stoddard will repair lawn damage at 14-15 VBW as well as bare spots adjacent to 1-3 VBW.

The Trustees authorized a pool temperature setting of 80 degrees and pool opening on the traditional Friday before Memorial Day. ***D Serieka will investigate the feasibility of a pool cover.***

Current deck and railing policies were discussed with our new management team and ***R. Clarke will review maintenance cycles for all clusters.***

The Trustees voted to incur a potential expense of no more than \$2,000 to investigate water leakage at 7 MG. If it is determined that the problem is not

related to common area deficiencies, then the resident will be liable for all expenses, including investigation.

Resident accounts were in good shape with only one resident overdue. R. **Clarke will review the application of penalty fees, audit letter language and transfer of the Duran settlement cost to reserves with Jim Stento.**

Landscaping Report:

The Trustees approved an increase in bush and perennial expenses to \$750. **The Landscaping Committee will compile a final list of bushes to be replaced and complete the task this month.**

Communications Committee Report:

Trustee and TDG materials were requested by 5/20 for the Q2 Quail Runner.

Old Business:

TDG will reimburse the owner of 14 MG \$150 for weather resistant decking following inspection by F. Stoddard..

New Business:

The Trustees authorized a \$500 payment to Greenwood for their advisory services regarding our repaving projects and the purchase of a new office chair for the Maintenance Supervisor, cost not to exceed \$150.

The Trustees considered the increasing incidence of unauthorized visitors which has not been a problem to date except for solicitation by various service providers.

Executive Session:

A brief discussion of monthly meeting protocols was held.

Next Trustees' Meeting: June 1, 2011, 5:00pm at the garage office.

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