

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
September 7, 2011, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

August Minutes: Approved as corrected.

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

Interim Approvals by E-mail Since the August meeting:

The Trustees approved the expenditure of \$4,200 to update the Noblin reserve study, the scheduling of a candidates forum for Ward 7 Alderman candidates, pool signs at a cost of \$100, additional loam for fall planting and the use of the pool area for a small function hosted by the owner of 6 JG.

The Trustees also confirmed the hiring of Rumley Electric to make emergency repairs to the SMB street lights. While a bill has not been received we understand that the work took 1 and ½ days at \$80/hr.

Management Reports

Management Report For: Quail Run Condominium Trust

Report Date: 09/02/2011

Report Title: Quail Run Condominium Trust

Accounting

Funds Transfer at CA Bank (FOR INFORMATION ONLY)

At the direction of the Board of Trustees, management transferred \$30,000 from Quail Run's cash operating account to CA Bank's money market account earning .45 percent

2012 Reserve Study (FOR INFORMATION ONLY)

Noblin & Associates' bid of \$4,200 to update the reserve study completed in 2005 was accepted by The Board of Trustees. A 25% deposit check (\$1,050) has been sent to Noblin. The study will take up to six weeks to complete.

Exterior Building Maintenance

Pest Management - General Environmental Services (FOR INFORMATION ONLY)

Management reviewed the files from the APT and could not locate the service contracts in place with GES for termite inspections and treatments. Management has requested copies from GES on two

occasions and is awaiting receipt of them. The service agreements in place cover the following semi-annual inspections: In May and August, 5-9 Kendall's Mill and 1-11 Johnson's Grant are inspected. In June and September, 1-12 Saw Mill Brook, 5-8 Michaels Green and 13-16 Douglas Green are inspected.

Grounds Maintenance

Snow Removal and Landscape Contracts (FOR INFORMATION ONLY)

Management has received formal proposals from Vanaria and Sons for snow removal and landscape services. Both proposals are at fixed costs for three years after a 2.5 percent increase as approved by the Board of Trustees. The Snow removal proposal begins this year and is effective through 2014 at a cost of \$37,925 and the landscape proposal is for 2012 through 2014 at a cost of \$76,700. Management will prepare formal contracts for execution by Vanaria and Sons and The Board of Trustees.

Overdues

Two prior overdue accounts have been paid. There are no issues to report at this time.

Other Insurance

Water Flood at 15 and 16 Kendall's Mill (FOR INFORMATION ONLY)

A partial settlement agreement has been reached with the unit owners of 15 and 16 Kendall's Mill and Butterworth & O'Toole will be sending a check to management in the amount of \$25,908. Management advises the Board of Trustees that per the management agreement, a fee equal to 6 percent will be charged if the claim amount exceeds of \$30,000.

Management/ Maintenance Report Updates:

We continue to maintain a significant operating surplus which will absorb fall painting, gutter cleaning, the SMB electrical work and various carpentry bills still in transit. Our draft 2012 operating budget shows an ability to cover expected expenses within the current operating assessment. It is most likely, however, that a small increase will be necessary, similar to last year, to supplement reserve balances. If the Noblin report is received before the mailing of annual meeting materials (target date 10/25), that will help us to determine the appropriate reserve allocation.

S. Marx will press to have the Noblin update ready by mid-October.

The insurance threshold for TDG fee participation is \$35,000 with the Trustees asking that the next annual contract be amended so that the charges escalate. ***R. Clarke will send TDG a suggested waterfall of prorated charges.***

The Trustees approved estimated Rumley electrical repairs at SMB of \$800 and decided that the added lighting request at SMB could not be considered without assessing the overall Quail Run lighting scheme.

The Trustees voiced their concern over the \$800 (approximate) TDG charge for pool coverage during our Maintenance Supervisor's one-week summer vacation. Other arrangements will be made next year.

Our painting contractor has agreed that painting entry ceilings is part of his work at SMB and MG and the Maintenance Supervisor will supervise satisfactory completion.

There is a need to paint privacy barriers at VBW and MG/KM rear doors facing the main roadway, however, which has not been clarified. ***The Maintenance Supervisor will solicit bids for this additional work for subsequent e-mail approval by the Trustees.***

The Maintenance Supervisor will put a temporary cement patch on the 16 DG walk and we will include more permanent repairs in the 2012 repaving RFP. He will also place a temporary PVC drain to prevent further erosion at 8 DG pending a permanent solution here and at 13 DG in 2012.

He will also order more loam for fall planting needs.

Landscaping Report:

The next Binding Tree visit is scheduled for September 16 with primary focus on oak limbs overhanging the rear of 5-7 DG. The Maintenance Supervisor was commended for his recent reseeding work in numerous locations.

Old Business:

S. Marx will transfer the 2011 cost of rebuilding storm drains to CAPEX and will check for other misclassified charges.

The pool will close on Monday, September 12 unless the following week forecast is favorable.

New Business:

We have received as-built surveys and related materials from Hayes Engineering, prerequisite to Conservation Committee approval of our pending order. They will seek guidance from the Conservation Administrator next week as to whether we can now submit our approval request without corrective work to the collection area adjacent to our swimming pool. ***The Maintenance Supervisor will also inspect our storm drains to determine if a cleaning this year is necessary.***

The Trustees tabled a request from the owner of 4 SMB that the Trust schedule painting of wooden windows and frames not replaced during the Envelope Project. This will be revisited at the October meeting.

The Trustees approved a request by the owner of 14 DG for replacement windows and doors consistent with Handbook requirements.

Annual Meeting:

We have completed a draft budget and PowerPoint presentation with fine-tuning to be done at the October meeting. A hard copy mailing of meeting materials will be sent out later in October. We had understood that St. Barbara's Church hall would be available for the annual meeting on Monday, November 21 but now must find another location. ***R. Clarke will try to confirm arrangements at First Congregational, the same site as last year.***

TDG will send out an initial e-mail notice soliciting Trustee candidates with a follow up hard copy mailing of final annual meeting materials targeted for 10/25.

Executive Session:

Budget fine-tuning was discussed relating to personnel compensation issues.

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

Adjournment: The meeting was adjourned at 7:25pm.