

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
April 4, 2012, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

March Minutes: Approved.

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

Interim Approvals Since the March Meeting:

The Trustees discussed the concept of cost sharing on visible common area resident landscaping requests and await further details re 1-2 DG.

The Trustees approved two hours of overtime for the Maintenance Supervisor but understand only ½ hour was expended.

Management Report For: Quail Run Condominium Trust

Report Date: April 4, 2012

Report Title: April Management Report

ADMINISTRATIVE MATTERS

Water Heater Replacement

All but two unit owners are in compliance with the water heater replacement policy. Contact has been to those unit owners who need to replace water heaters. TDG has followed up with the two owners stressing compliance and failure to do so immediately, can and will result in fines levied against their accounts. TDG will ensure proper responses with actions taken if necessary.

ACCOUNTING

2011 Financial Review and Tax Return (FOR INFORMATION ONLY)

Management has the Letter of Representation to be signed by a Trustee at which time; CPA Patricia Cobb will release an electronic copy of the 2011 financial review package.

Monthly Phone Charges (FOR INFORMATION ONLY)

Verizon is billing Quail Run for seven phone lines. One line is the office fax/internet and the remaining six are the Vine Brook Way fire alarm system. In addition, there are monthly bills for the Maintenance Technician cell phone and the pay phone located at the pool hours. Cost breakdown is follows:

Fax and Internet \$120

Fire Alarm \$180 **

Fred's Cell Phone \$ 45

Pool Pay Phone \$ 90

Total \$435

**\$30.00 per line after basic line charge of \$15.95 plus all mandatory SEC, Government and state taxes. In speaking to Verizon there is no room for negotiating as the lines charges are already discounted to \$15.95 from a market charge of \$19.99. Regarding the pool pay phone,

management has negotiated with Pacific Telemanagement Service a decrease in the monthly phone charge from \$90.00 to \$55.00. We are also awaiting a response from PTS on a seasonal charge only.

BID and PROPOSAL

2012 Asphalt and Drainage Project (FOR INFORMATION AND DIRECTION)

Management has received four responses from the request for proposal (RFP) for the 2012 asphalt and drainage project. Below is a cost breakdown by contractor. From a clear cost perspective, Lazaro is the lowest, with Greenwood as the most expensive with a \$16,460 spread. Lazaro and Goldman have performed projects for other properties with satisfaction. Management recommends follow up interview/conversations in the selection process for this project.

Quail Run Condominium

2012 Paving & Drainage Project

4.2.2012

Contractor	Lazaro	Goldman	Delvecchio	Greenwood
Pulverize roadway	\$ 3,250	\$ 3,000	\$ 4,700	\$ 4,800
Regrade & compact	4,000	4,200	3,200	2,760
Install /compact 2" binder	13,250	14,760	15,900	1,750
Install 1 1/2" asphalt	10,250	11,280	12,900	14,400
Install Berm	3,950	3,780	4,500	4,800
Install Granite	5,850	6,300	5,350	5,800
Install French Drain	8,000	9,600	12,500	12,900
Install Speed bump				1,800
Total	\$ 48,550	\$ 52,920	\$ 59,050	\$ 65,010
Length of Warranty	1 year	1 year	1 year	1 year
Length of Project	10 days	10 days	10 days	6 days
Number of workmen	Up to 10	Up to 10	8	8

DELINQUENCIES

There are no delinquencies to report at this time.

EXTERIOR BUILDING MAINTENANCE

Verizon and Comcast Utility Boxes (FOR INFORMATION AND DIRECTION)

Management has received a bid from electrician Mike Sawyer to install new utility boxes on the sides of various buildings at an estimated cost of \$114.00 per box. According to an inventory of damaged boxes, there are a total of 17 which would bring the total replacement cost to approximately \$1,938.00. Management has approached Comcast and they would entertain replacing the boxes as long an agreement on a cable contract can be reached.

GROUNDS MAINENANCE

Vanaria Mulch Proposal (FOR INFORMATION AND DIRECTION)

Management is in receipt of the 2012 mulch proposal from Vanaria to spread approximately 130 yards of bark mulch at a cost of \$7,175 (excluding tax). This price will be held for the 2013 and 2014 contract years.

MONTHLY FINANCIALS

The financials for February 29, 2012 are attached for your review. For February, Quail Run is operating at a surplus of \$5,917 with a positive variance of \$1,706.

OTHER INSURANCE

Management is working with the insurance company of 15 MG on property damage to 11 MG. The automobile owned by 15 MG accidentally crashed into the front of 11 MG. Minor damage was done to the landscaping, exterior wall, interior wall and countertop of 11 MG.

OTHER

Golf Cart (FOR INFORMATION AND BOARD DIRECTION)

The golf cart was delivered on Thursday March 29th and has been secured with a heavy duty

chain and padlock connected to the foundation wall of maintenance garage. A kill switch will be installed as an added security measure. Management has received a quote of \$150.00 to add a separate insurance to cover the golf cart in the event of another theft. This policy has a \$1,000 deductible.

Management and Maintenance Report Meeting Updates:

The Trustees asked that TDG pay attention to the month installed as well as the year and be more insistent that any heater over 10 years of age be replaced forthwith, subject o proper notice.

R. Clarke will correspond with the Conservation Commission regarding 2012 repaving to remind them that there will be no change in footprint or existing drainage systems. Trustee Serieka will work with S. Marx to recommend a specific repaving contractor for speedy approval.

The Trustees approved the expenditure of no more than \$2,000 to replace 17 existing cable boxes. This requires that a Comcast and Verizon tech be on site to preserve existing connections. If either company tries to charge us for this service, we will protest to include a notice to residents that the uncooperative vendor failed to share responsibility for these boxes and have failed to cooperate in remediation. ***S. Marx will report back as to the outcome of these negotiations.***

The Trustees approved the spreading of red mulch from Vanaria at a cost not to exceed \$7,175. and decided not to opt for additional golf cart insurance.

The Trustees approved an expenditure not to exceed \$2,000 for siding materials from Craftsmen already on site and to be delivered for inventory.

The Trustees approved the purchase of an HP 4500 Office Jet 3 in one device at a cost not to exceed \$100.

F. Stoddard will resend his list of pending projects to be integrated with existing Trustee documents

The Trustees authorized F. Stoddard to proceed with plans to purchase replacement pool signs at a cost not to exceed \$100, to install additional cement stair platforms at SMB as needed and to install a cement pad under the pool grill.

The Trustees determined that the owner of 1 MG is responsible for garage door repairs and will be notified by TDG forthwith.

Landscaping:

The first Binding Tree work day was Wednesday, March 28 with further visits planned throughout the growing season as well as April tree spraying. The Landscaping Committee completed an inspection of the property and will fine tune the 2012 landscaping program later this month.

A decision on when to activate our irrigation system will be deferred until Monday depending on forecast minimum temperatures.

The Trustees approved the addition of another sprinkler head at 11 JG in support of our 2012 planting program, cost not to exceed \$100.

H. Tillman will publicize the availability of the first tree available for planting from our own tree farm.

New Business:

The owner of 9 SMB received Trustee approval to expand a rear gravel area consistent with a drawing provided to TDG. He will return next month to seek approval for rail and deck repairs.

Old Business:

The Trustees reset the date of the residents' open poolside meeting to June 2, rain or shine and invited the Friends of Mary Cummings Park to also make a brief presentation at that time.

R. Clarke will correspond with NE Sealcoating regarding further discovery of illegal dumping in our conservation area.

Executive Session:

The Trustees discussed personnel issues relating to the Maintenance Supervisor.

Next Trustees' Meeting: May 2, 2012, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:37 pm.