

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
August 1, 2012, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

July Minutes: Approved.

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

Interim Approvals Since the June Meeting:

The Trustees approved a radon remediation system for 7 KM and the expenditure of \$9,435 for the repair of various KM retaining walls.

Management Report For: Quail Run Condominium Trust

Report Date: August 1, 2012

Report Title: August Management Report

ACCOUNTING

2013 Budget Process (FOR INFORMATION)

A meeting has been scheduled for August 8, 2012 to begin preparations for the 2013 Quail Run Condominium operating budget. Management has prepared and distributed the 2013 budget worksheet to be used for the budget process to all Board Trustees

BID and PROPOSAL

Retaining Wall Replacements (FOR INFORMATION)

Management received a proposal from KT Landscaping to replace the retaining walls at the rear of 10, 11/12 and 14 Kendalls Mill for a total of \$9,435. The Board of Trustees has awarded this work to KT Landscaping and owner Jay Amemdola has scheduled the work for the week of August 20, 2012.

Storm Drain and Fire Hydrant Cover Repair (FOR INFORMATION AND DECISION)

Management has received a proposal from RL Goldman to repair the storm drain at Kendalls Mill and fire hydrant cover at Johnsons Grant. Owner Rich Goldman will repair both at a cost of \$2,410. Management recommends approval of RL Goldman's proposal by the Board of Trustees

Vine Brook Way Deck Maintenance (FOR INFORMATION AND DECISION)

Management has received a proposal from Craftsmen Restoration to re-seal 8 rear decks at Vine Brook Way. The units are 1, 3 – 8 and 17 Vine Brook Way. All decks will be re-sealed at a cost of \$400.00 or \$3,200 in total. The per deck price is the same as that paid in 2009. In addition, Craftsmen has submitted a proposal to stain all 17 Vine Brook Way front stoops at a cost of \$290 each or \$4,930. Management recommends approval of Craftsmen Restoration's proposals by the Board of Trustees

DELINQUENCIES

There are no delinquencies to report at this time.

MONTHLY FINANCIALS

The financials for April 30, 2012 are attached for your review. For June, Quail Run is operating at a surplus of \$2,527 with a positive variance of \$7,609. Year-to-date, the operating surplus is at \$13,160 with a positive variance of \$10,593.

OTHER

The leak at the pool has been resolved at a minimum cost.

Attached for review and comment is the 2013 Quail Run Annual Maintenance Calendar.

Management Report Update:

The Trustees approved \$4,000 for VBW decking expenses (10 decks at \$400), \$4,930 for VBW front porches, \$2,410 for JG storm drain/ hydrant shut off cover and \$9,435 for KM retaining walls.

F. Stoddard reported that walkways at the older clusters should be our next future repaving priority.

S. Marx reported that Nancy McAuliffe will be replaced by Ann Cahill as property coordinator over the next two weeks.

S. Marx will notify residents in writing at 16 VBW and 6 MG respectively re oil leakage and the need to maintain rear plantings.

Financial:

The initial 2012 budget meeting will be August 8. The results will be finalized at our September meeting.

Communications:

The deadline for submission of quarterly Quail Runner articles is August 15.

Landscaping

: D. Binding will be booked for another full day August visit in addition to Roundup spraying, previously approved for September.

The Trustees approved the expenditure of approximately \$50 for the annual lunch provided to the Vanaria workers, scheduled for August 10.

New Business:

We are awaiting documents from Mass Save to facilitate resident participation in their various energy saving projects.

R. Clarke will draft a letter to be sent to residents regarding the irresponsible conduct of Comcast and possibly Verizon in maintaining connection infrastructure.

Old business:

The Trustees were disappointed with the weak response by the Woburn PD regarding a dumping incident at our front entrance.

Executive Session: Not required

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

Adjournment: The meeting was adjourned at 5:55 pm.