

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
January 4, 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 Trustees, S. Marx, F. Stoddard representing The Dartmouth Group ("TDG"). W Howe, Trustee and H.Tillman, Communications Committee attended by telephone.

**December Minutes:** Approved.

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

**Interim Approvals Since the December meeting:**

R. Waehler was appointed a Trustee following the resignation of J. Fitzsimmons and \$300 was approved for the inspection of the sewer line behind 9-15 MG.

**Management Report:**

**Administrative Matters**

**2012 Trustee Certificate of Elections (FOR INFORMATION ONLY)**

A revised trustee certificate of election form has been prepared for execution by the Board of Trustees. Once executed, the certificate will be sent to Attorneys Marcus Errico, Emmer and Brooks for a recording at the Registry of Deeds.

**Contracts**

**2011/2012 Vanaria Snow Removal (FOR INFORMATION ONLY)**

This contact has been approved and executed.

**2012 Vanaria Landscape Maintenance (FOR INFORMATION ONLY)**

This contact has been approved and executed.

**Delinquencies**

Management is pleased to inform the Board of Trustees that for a second consecutive month, there are zero dollar delinquencies at Quail Run. Therefore, there is no report for this Board of Trustee meeting.

**Grounds Maintenance**

**Drain Pipe below Michaels Green (FOR INFORMATION ONLY)**

At the discovery of a potential issue with the underground drain pipe along Michael's Green, the Board of Trustees authorized the expenditure of \$300 for additional investigation involving a camera view. Fortunately, other than a blocked pipe that has been cleaned, there was no evidence of structural issues with this section of the drainage system.

**Insurance**

**Master Policy Insurance Renewal (FOR INFORMATION ONLY)**

Hub International completed the application process for Quail Run's insurance policy that is up for renewal on January 23, 2012 and sent it to the following insurance companies.

Arbella

Greater New York Mutual

Middleoak

Philadelphia

Zurich

Management expects to receive quotes within a week and will report them back to the Board of Trustees for review.

### **Monthly Financials**

The financials for November 30, 2011 are attached for your review. The year to date surplus is at \$34, 116 with a positive variance of \$38,805. Management has confirmed a \$7,400 unbilled expenditure in the landscaping category for posting in December and is still estimating a year-end surplus of approximately \$20,000.

### **Management and Maintenance Report Meeting Updates:**

The camera inspection of the MG sewer line showed no need for repairs at this time.

***We will purchase a new 3 year CD at Winchester Coop.*** ( provided rates remain competitive) as soon as we receive the December financials. The CD amount will include the 2011 operating surplus plus any remaining operating cash in excess of \$30,000. We have cash in our reserve account to cover substantially all of the 2012 repaving work described below and have a \$70,000 CD maturing in March in advance of any repaving payments. ***R. Waehler will bring the signature card for the latest CD to Winchester Coop once we get Trustee Roberts signature and the new Certificate of Election.***

***The owners of 2 MG will be assessed a disposal fee of \$50*** when their contractor left a large appliance at the DG trash area in violation of our disposal requirements.

### **Landscaping Report:**

R. Clarke remains concerned that Binding bills approved at TDG may not reflect the proper amount of work performed. ***S. Marx will report back on an \$850 bill paid in November.***

### **Old Business:**

The trash barrel survey conducted by H. Tillman had 27 negative respondents and 22 positives so the trash barrel will not be returned to the mail box area. ***TDG will inform residents by broadcast e-mail.***

### **New Business:**

***The Trustees authorized S. Marx to prepare an RFP for the spring repaving project*** to be sent out for bids no later than our February meeting. As presently envisioned, we will repave the main roadway from the VBW circle down

to and including the DG, MG and KM entrance. Granite curbing will be installed at the DG entrance similar to other complexes. We will also put in a French drain between the new paving and the gas main behind 9-15 MG to alleviate the water problem in that area which has contributed to the roadway deterioration necessitating the repaving.

While we do not know who the winning bidder will be, this will most likely be a new contractor, which has not previously worked at Quail Run. Provided that the tennis court remains in playable condition next spring, we will defer repaving the court until 2013 in the hope that this year's repaving work is done well and we have a positive experience, contrary to our 2011 experience with NE Sealcoating.

***The Trustees approved the expenditure of \$200 to replace street light photo cells as needed and asked the Maintenance Supervisor to inspect all lighting regularly, including trash areas, for malfunctions.***

***The Trustees authorized the purchase of a new maintenance cart at a cost not to exceed \$8,000 to be delivered in late March.*** We decided to forgo any small insurance recovery on the stolen cart as we have a \$5,000 deductible and any claims are held against us. We have already enhanced the locks at the garage and will take additional steps to minimize the possibility of a future cart theft. This equipment was a key factor in the surpluses achieved over the last two years, should pay for itself within the first year and is essential for the watering of front entrance and other new plantings.

The Trustees approved an expenditure of no more than \$600 to reorganize the paint storage area at the pool house.

The Trustees approved the addition of a garage door for units # 16-17 SMB at owners' expense as an exception to current requirements. This was warranted by the continued recalcitrance of the other 3 unit owners and the fact that these doors will be together at the end of the building. The owners of 16 SMB attended this portion of the meeting. ***TDG will procure a current price quote upon receipt of the proper written requests.***

#### **Executive Session:**

The Trustees discussed personnel issues relating to the Maintenance Supervisor.

**Next Trustees' Meeting:** February 1, 2012, 5:00pm at the garage office.

**Adjournment:** The meeting was adjourned at 6:15pm.