

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
June 6, 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 Trustees, and H.Tillman, Communications Committee, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG").

May Minutes: Approved.

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

Interim Approvals Since the May Meeting:

The Trustees approved expenditures of \$2,650 for the replacement of a MG socket meter box, \$355 for garage electrical outlets at SMB and \$400 for a 2 KM garage door motor replacement. This latter door was subsequently repaired by a new vendor at no cost. The Trustees also approved the removal of the suggestion box at the mailbox area due to continued vandalism and a dog request by the owner of 18 KM (D. Serieka dissenting).

Management Report For: Quail Run Condominium Trust

Report Date: June 4, 2012

Report Title: June Management Report

BID and PROPOSAL

2012 Asphalt and Drainage Project (FOR DISCUSSION AND AWARD)

With exception of the installation of the speed bump and an application of grass seed, this job is all but complete. Management is very satisfied with the work done by R. L. Goldman and the communication of updates throughout the project duration from company owner Rich Goldman. Weather permitting, Management expects both the speed bump and seed to be completed by June 8, 2012. The total cost of this project is \$51,500

Retaining Walls (FOR INFORMATION AND DISCUSSION)

KT Landscaping has been awarded the job to repair/replace retaining walls at 1 and 8 Michaels Green and 12/13 Douglass Green in the amount of \$10,666. Management expects this work to be completed this month.

Roof Replacement (FOR INFORMATION AND DISCUSSION)

Mass Roofing has completed the roof replacement at 9 Douglas Green at a cost of \$3,500.

Roof Power washing (FOR INFORMATION ONLY)

Atlantic Power Washing completed the power washing of 42 roof sections of various unit locations at a total cost of \$4,995.

DELINQUENCIES

Other than \$45.00 in fees for one unit, there are no delinquencies to report at this time. The subsequent condominium fee paid in May was applied to the \$45.00 balance first which resulted in a balance remaining on this unit's common area fee. Management has been in communication with the unit owner and expects this to be resolved by end of June.

MONTHLY FINANCIALS

The financials for April 30, 2012 are attached for your review. For April, Quail Run is operating at a surplus of \$2,525 with a positive variance of \$5,608. Year to date, the operating surplus is at \$17,779 with a positive variance of \$9,828.

OTHER

The 2012 pool season is underway the pool opening over the Memorial Day weekend. It will remain open until the Labor Day weekend.

Management and Maintenance Report Meeting Updates:

S Marx has noted that we should increase our 2013 budget for irrigation repairs due to a combination of failing aged components plus root growth.

S Marx will contact Verizon re a defective VBW alarm phone line and the ongoing need to repair junction boxes attached to various units.

S. Marx will investigate complaints by JG residents that TDG was slow in responding to a weekend sprinkler failure.

The Maintenance Supervisor has power washed the lower areas of units at KM and SMB. JG was done last year and ***DG, MG and VBW will be done over this summer.***

The Maintenance Supervisor was reminded of the need to inventory common items.

The Maintenance Supervisor will replace rotting timbers at 1-6KM with cement and will prepare a recommendation re rotting landscaping timbers at 10-14KM.

The Maintenance Supervisor has prepared a draft annual maintenance schedule which was distributed to the Trustees for editing,

Landscaping:

S. Marx will remind J. Vanaria of the imminent need to prune our flowering bushes and to have his crew pay more attention to weeding and grass trimming practices.

The Trustees approved \$500 for two weed-killing applications by D Binding beginning in late August.

New Business:

The Trustees approved a \$500 support contribution to the Friends of Mary Cummings Park. Their ongoing work has enhanced our property values and preserved bordering open spaces.

GNV, our new master insurer, has raised several issues which will be responded to by TDG. H. Tillman will revise our Handbook to exclude all combustibles from our wooden decks and TDG will procure proof that our fire partitions meet code requirements.

S. Marx will investigate rear stairs at 9 SMB for failure to comply with approval specs and will forward a Comcast marketing offer to the Trustees for review.

Old Business:

The Trustees approved the expenditure of up to \$500 for the repair of a problem JG fire hydrant shut off cover.

The residents' pool meeting, sponsored by R. Waehler, was sparsely attended, perhaps due to weather, but there is Trustee sentiment to continue the program on a six-month cycle following our annual meeting. Residents raised the need for TDG follow up on telephone requests and S. Marx will ensure that all requests, regardless of source, will be entered onto the Senearthco tracking system.

The Mass Save energy inspection was completed many weeks ago and we still await their written report.

Executive Session:

The Trustees discussed personnel issues relating to the Maintenance Supervisor.

Next Trustees' Meeting: July 11, 2012, 5:00pm at the garage office, rescheduled due to the July 4 holiday.

Adjournment: The meeting was adjourned at 6:50 pm.