

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
March 7, 2012, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

February Minutes: Approved.

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

Interim Approvals Since the February Meeting:

The Trustees approved an additional budget of \$1,000 to fund additional work by our environmental engineer, Peter Ogren, who is seeking Conservation Committee sign off on our open order. This will bring this expense to \$11,500 if fully funded.

The Trustees approved a dog at 15 Douglass Green for a frequent visitor.

Management Report For: Quail Run Condominium Trust

Report Date: March 7, 2012

Report Title: March Management Report

ACCOUNTING

2011 Financial Review and Tax Return

Management has just received a draft of the 2011 draft financial review report and the tax return from CPA Patricia Cobb. Management will review both and present them to the board for review.

BID and PROPOSAL

2012 Asphalt and Drainage Project

The Request for Proposal (RFP) for the 2012 asphalt and drainage project has been sent to five contractors (ARR Max, Delvecchio, Greenwood, Lazaro and R.L. Goldman) with a due date of Friday March 16, 2012. A reminder will be sent on March 9, 2012.

Vanaria Irrigation improvements at Michaels Green

Management is in receipt of a proposal from Vanaria to install additional irrigation at Michaels Green. The proposal calls for upgrading a controller to accommodate two additional zones to support 13 new rotary heads. The cost for this work is \$1,983. Installation may be a challenge as the area includes some ledge. Management is following up with Vanaria on this potential issue.

Golf Cart

Management has received two bids to purchase a 2012 Yamaha Adventure Series 2. One vendor brought a demo to Quail Run for a test ride and consultation. Management will review both bids and present a recommendation to purchase at this meeting.

DELINQUENCIES

There are no delinquencies to report at this time.

MONTHLY FINANCIALS

The financials for January 31, 2012 are attached for your review. For the first month of the year, Quail Run is operating at a surplus of \$6,874 and a positive net variance of \$1,013 before the special transfer to reserves that was approved to fund a CD purchase at Winchester Coop.Bank.

OTHER INSURANCE

Management was informed of a slip and fall by a visitor that took place in front of 15 Vine Brook Way on December 30, 2011. The person's injury included an ankle break requiring surgery and rehabilitation. The person has no intention of filing a claim. However, the health insurance company is seeking some subrogation for health costs. There is no action necessary at this time.

Management and Maintenance Report Meeting Updates:

TDG will write-off the carrying cost, approximately \$6,500, of our stolen maintenance cart against the reserve fund. We await TDG reporting re material audit adjustments.

Landscaping:

R. Clarke will schedule the initial Binding visit this month to deal with remaining storm damage, accumulated debris and ongoing tree work. The Trustees also approved the expenditure of \$4,030 for 2012 tree and shrub spraying.

R. Clarke will work with the owner of 1 DG regarding cost sharing and the procurement of final approval of planned landscaping work.

Old Business:

The Trustees approved the rollover of a maturing \$70,695 C/D at Winchester Coop on 3/14 within existing guidelines.

The Trustees discussed the ongoing problems with Verizon and Comcast regarding maintenance of connection boxes. TDG is procuring cost estimates if we use our own electrician to resolve problems but will also check with other clients re their issues and resolution.

The Trustees authorized the purchase Of 8 yards of loam at a cost not to exceed \$300 provided that the vendor is able to deliver the loam to the rear area of the pool house.

New Business:

The Trustees approved the purchase of a new maintenance cart at a cost not to exceed \$6,850. Appropriate new security measures will be implemented..

The Trustees have scheduled a special meeting for interested residents to meet with the Board members at the pool area on June 16 from 4-5pm to discuss current issues, rain date June 23. This concept was initiated by Trustee Waehler who felt that annual meeting type open discussions are valuable and should be offered more than just once per year.

The Trustees considered a recent resident complaint regarding difficulties in driving up the hill to MG/KM during snow conditions and believe that our plowing contractor has performed reasonably and that residents in that area have a responsibility to operate vehicles capable of dealing with typical New England weather conditions.

The Trustees approved modification/expansion of the irrigation system at 13-15 MG and adjacent areas not to exceed a cost of \$2,000.

Executive Session:

The Trustees discussed personnel issues relating to the Maintenance Supervisor.

Next Trustees' Meeting: April 4, 2012, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:21 pm.