

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
October 3, 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 Trustees, H.Tillman, Communications Committee, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG").

September Minutes: Approved.

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

Interim Approvals Since the September Meeting:

The Trustees approved the expenditure of \$130 for trash area signs, a 10 SMB heating system, a kitchen renovation at 5 JG and the replacement of the electrical distribution panel serving 1-4 KM. This latter approval corrected the September vote to replace the panel at 10-16 KM which will be done at a later date. The Trustees also approved a \$150 reimbursement for external insect remediation at 1 VBW.

Management Report For: Quail Run Condominium Trust

Report Date: October 3, 2012

Report Title: October Management Report

ACCOUNTING

2013 Budget Process (FOR INFORMATION)

The 2013 budget has been approved by The Board of Trustees. Management will be ordering the new coupon books for 2012 condominium fees. The budget along with a letter announcing the November 19, 2012 annual meeting will be sent to Unit Owners. The letter is attached to this meeting package

ANNUAL MEETING (FOR INFORMATION)

The 2012 Quail Run Condominium annual meeting has been scheduled for Monday November 19th at the First Congregational Church. Management has sent the \$300.00 donation for use of the church hall. Attached to this package is the following

- 2012 Annual Meeting Announcement and Trustee Nominations
- 2012 Trustee Nomination Form
- 2012 Annual Meeting and Budget Package
- 2012 Annual Meeting Notice
- 2012 Proxy – to be completed once candidates are known
- 2012 Ballot – to be completed once candidates are known

BID and PROPOSAL

Stair Repairs at 7 Saw Mill Brook Way (FOR DISCUSSION AND BOARD DECISION)

KT Landscaping has provided a bid to repair / replace the compromised stairs leading to units including 7 Saw Mill Brook Way. There are two options for consideration. The first is to remove the brick from the four stairs and replace them with red pavers with a wooden rail at a cost of \$2,995. The second option is to pour new concrete steps and platforms with a new black metal rail system at a cost of \$5,440. Management recommends to go with option one.

Storm Drain and Fire Hydrant Cover Repair (FOR INFORMATION)

R.L. Goldman Co. completed the repairs to the storm drain at Kendall's Mill and the water cover at Johnson's Grant in mid to late September at a cost of \$2,410. Management is satisfied with the work done.

Vine Brook Way Deck Rebates (FOR INFORMATION)

Management has processed and mailed rebate checks for deck/rail reimbursements to four unit owners of 2, 9, 15 and 16 Vine Brook Way totaling \$1,600. The second half the rebates will be processed in 2015.

DELINQUENCIES

With the exception of two nominal outstanding balances, there are no delinquencies to report at this time.

MONTHLY FINANCIALS

The financials for July 31, 2012 are attached for your review. For July, Quail Run is operating at a deficit of \$1 with a positive variance of \$3,542. Year-to-date, the operating surplus is at \$17,654 with a positive variance of \$15,673.

Management/Maintenance Report Updates:

.The Trustees acknowledged the two-year anniversary of Fred Stoddard's services here at Quail Run.

The Trustees approved the concrete SMB stair replacement including a light pole similar to the stairs at 12 SMB at a cost not to exceed \$6,000

TDG will seek warranty repair of the DG granite curbing installed this summer.

S. Marx will notify Vanaria of our ongoing concerns re tree pruning.

The Trustees asked TDG to reference the 2013 budget as seen on our web site in the annual meeting mailings rather than a hard copy enclosure. W.

Howe will provide easier site navigation to the budget.

Landscaping:

The next Binding visit will be October 11.

New Business:

TDG will notify several owners who have damaged garage doors that they must make repairs at their own expense with a deadline for action.

Old business:

The Trustees approved an expenditure not to exceed \$4,000 for fall gutter cleaning the week after Thanksgiving by Sliwa, same vendor as last year. The Trustees voted to remove the \$10 diminimous balance change to our documents.

Next Trustees' Meeting: November 7, 2012, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:35 pm.