

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
April 3, 2013, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

March Minutes: Approved

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

Interim Approvals Since the March Meeting:

The Trustees approved the transfer of our workers comp insurance to Hub International at no additional cost, awarded the annual pesticide contract to GES, our current termite control vendor and confirmed the purchase of pool stencils for \$100.

Management Report For: Quail Run Condominium Trust

Report Date: April 3, 2013

Report Title: March Management Report

ACCOUNTING

2012 Financial Review (FOR INFORMATION)

Management is requesting a Board of Trustee signature on the attached letter of representation from CPA Patricia Cobb. Once signed, copies of the final 2012 financial review report will be issued.

BID AND PROPOSAL

Street Pole Light Repairs by Fagan Electric (FOR INFORMATION)

The 2 pole light lenses at a cost of \$475 have been installed by Fagan Electric.

Stair Repairs at 7 Saw Mill Brook Way by KT Landscaping (FOR INFORMATION)

This work has been scheduled to begin the week of April 1, 2013. New stairs and railings will be installed at a cost of \$5,440.

Lamp post at 7 Saw Mill Brook Way by Mike Sawyer (FOR INFORMATION)

This work will get underway as soon as the steps noted above are complete. A new lamp post will be installed for \$540.

Structural Repairs at 8 Douglass Green (FOR INFORMATION AND DISCUSSION)

Following several attempts, Management finally received a call back from Arbella (Unit Owner's insurance company) and was informed that a settlement between the insured and Arbella was reached. No details were given. Management was then going to contact the Unit Owner but instead received a phone call from Attorney William Casey who is representing the Unit Owner on this matter. Attorney Williams asked "why it was taking so long to get the repairs done at 8 Douglass Green and stated that "the Association is responsible for the repair costs." Management stated that we were

waiting to understand what if any coverage there would be. Management also informed the Attorney that the loss was caused by a faulty condensation line exclusively serving this unit and in our opinion, the Unit Owner should be held responsible for the damage. The Attorney will go back to consult with the Unit Owner.

The following is the update from the March 6, 2013 management report

As reported at the February 6, 2013 Board of Trustees meeting, GNY declined the Association's insurance claim. Management is awaiting a response from the Unit Owner's insurance carrier Arbella and based on their response, a decision regarding course of action will be made. Management has not received any follow up on this matter from the Unit Owner.

The following is the update from the February 6, 2013 management report.

Management met with three general contractors for bids to repair a section of a unit wall at 8 Douglass Green as a result of carpenter ant and water damage. The repairs will include interior and exterior demolition, possible mold remediation, structural replacement (studs) followed by exterior and interior finish work. The bids have come in and below are estimates for **re-construction only** i.e. excludes finish work including siding and paint.

Contractor Price Mold Notes

Molin Construction \$6,125 Does not feel mold treatment is necessary because all material will be removed.

Knollmeyer Building \$9,950 Includes mold treatment to visible areas.

Middlesex

Construction

\$10,285 Add \$1,500 for mold inspection/testing bring total to \$11,785.

EXTERIOR BUILDING MAINTENANCE

Garage Door Repairs (FOR INFORMATION ONLY)

To date, Management is aware of three Unit Owners who have not completed their garage door repairs. Management will conduct an inspection to confirm this followed by sending out another reminder notice for compliance.

DELINQUENCIES

As of February 28, 2013 there was one unit with a past due balance of \$9.00 and this balance has since been satisfied.

GROUNDS MAINTENANCE

General Environmental Services - Pesticide Treatments (FOR INFORMATION)

Management notified General Environmental Services (GES) of the board of trustees' decision to award them the 2013 pesticide treatment program for carpenter ants at a cost of \$3,990. The program includes two treatments (spring and summer) with retreatments if necessary at no additional charge. Management has scheduled a meeting with GES for April 8, 2013 to inspect locations that have had evidence of carpenter ants and to agree on a date for the first treatment.

Tennis Court Screens (FOR INFOMATIO AND DISCUSSION)

Management received two quotes to replace the mesh windscreens around the perimeter of the tennis court for board of trustee consideration. Based on follow up

phone conversations with both vendors, material is essentially the same but price is not. The following are details.

Company Description Cost

Boston Tennis **Windscreen - Vinyl coated polyester fabric with heated hems, brass grommets and wind vents. \$1,537**

Note: recommendation to purchase clips for installation @ \$230

Tennis Net – Tapered net w/ center strap \$240

Signature Fencing **Windscreen - PVC coated Polyester with heated hems, brass grommets and wind vents. \$1,078**

Note: Recommendation to purchase plastic zip ties for installation @\$20-\$30

Tennis Net – Not available

Management has gone back to both vendors with additional questions relative to pricing and will update the board of trustees at this meeting.

INTERIOR BUILDING MAINTENANCE

Water Heater Replacements (FOR INFORMATION)

Management sent a reminder notice to those Unit Owners who have yet to replace their hot water heaters. Unit Owners now have 60 days remaining as the deadline is May 31, 2013. Once again, Management believes that some Unit Owners of Vine Brook Way will submit a request for a waiver.

MONTHLY FINANCIALS

The financials for February 28, 2012 are attached for your review. For February, Quail Run is operating at surplus of \$8,502 and a positive variance of \$3,187. Year to date, Quail Run is also operating at a surplus with a positive variance of \$16,351 and \$5,596 respectively. Operating Cash is at \$37,459 and given the standing instruction to transfer excess cash beyond \$20,000, Management has transferred \$17,000 from the operating fund to the money market account.

**QUAIL RUN CONDOMINIUM
MAINTENANCE REPORT**

March 2013

Fagan Electric

The two street light lenses have been replaced

K/T Landscaping

The steps at S.M.B.W will begin reconstruction on 4/2/2013

Vanaria

We have had two snow storms this month totaling 20". All Garage Door repairs have been completed. The road/sod damage list has been given to Vanaria. Joe is expecting to start his spring clean up on 4/1/2013. The sprinklers will be tentatively started up on 4/3/2013

Wind Screens

I was able to come up with two quotes. One from our tennis court contractor and one from signature Fencing.

Tennis Court

It was suggested to me by David Marsden that our Birch tree at the corner of the parking lot be removed to allow access to the tennis for equipment ETC.

J.G. Pavement

Steve and I have looked this over. After Marking it off and measuring it up I came up with 480 square

feet. The berm is a \$500.00 option.

Stop Signs

I've been asked to install new stop sign posts at the entrance. I noticed the signs are a little beaten up. The cost of two new ones is \$56.00 each for consideration. I did try to get some free ones from the city without success.

Sand Barrels

After three winters and multiple storms I have yet to see the sand barrels being used. My recommendation is to discontinue having them installed by Vanaria.

Day Lilly's

I have cleaned up the abundance of Lilly's on the side of #1 V.B.W. and relocated some to the rear of the pool house yard.

Pool

We have started up the water in pool House and have had zero pipe bursts this year. The lines on the steps of the pool also the center line need to be repainted. As we are having the pool drained for cleaning this would be the ideal time to do this in house. "QRC" lettering is to be added to the pool bottom. The pool Fence is starting to bend / twist at the bottom, a simple solution would be to install a lower rail on parts of the fence. Estimated in house cost @150.00.

Management and Maintenance Report Meeting Updates:

Our reserve balance was approximately \$566,500 at 2/28/13 vs. a year end 2013 goal of \$626,000. Assuming that capital expenditures for 2013 go as planned, we should be on target at year end.

The Trustees noted the passing of Mr. Marquardt of 17 VBW with regret. The ramp system discussed at the March meeting was to have accommodated his needs.

D. Serieka signed the 2012 audit reps letter along with J. Stento, TDG.

The SMB light/stair project has started but the old electrical service wire will need to be located, possibly at additional cost.

The Trustees approved the Binding 2013 horticultural spray program at a cost of \$4,030 provided that this is not a significant increase over last year.

The Trustees also approved expenditures not to exceed \$1,800 for tennis windscreens, \$300 for loam, \$200 for replacing garage door springs at 2 VBW, \$150 for pool fence lower rails and \$250 for replacing front entrance stop signs and poles.

The Trustees agreed to defer significant repaving work at JG until next year at which time the entire complex, roads and walks, will be resurfaced.

The required documents have been filed at the Woburn Small Claims Court to initiate suit against paving contractor Goldman.

TDG will ask Vanaria to provide only one sand barrel next year at the base of the MG/KM access hill.

Landscaping:

The Committee will conduct the annual spring survey of needs for this season including dead bush replacement.

New Business:

The appropriate representative from our insurance broker, Hub, will be invited to our May meeting to discuss the late placement of this year's coverage and to review insurance requirements in our condominium documents.

The Trustees will address a pending request for an additional speed bump on the main roadway at the May meeting. Residents will be notified by broadcast e-mail and invited to attend.

S. Zeller Kent will firm up pool furniture requirements to be acted upon at the next meeting.

Old Business:

The Trustees approved the purchase of a \$60,000 CD at Eagle Bank, Lexington Branch, at .6-.8% for 18-24 months.

By unanimous vote of the Trustees, the owner of 8 DG will be informed in writing (Certified mail) that his claim for repair work will be denied based on our determination that the Trust has no liability for this type of internal water leakage and to fund repairs would create a precedent which is not in the interest of the Trust and its owners. The letter will also require TDG sign off on all work affecting the common area.

Executive Session:

Non

Next Trustees' Meeting: May 1, 2013, 5:00pm at the garage office. The Trustees also moved the July meeting date to the following Wednesday, July 10, to accommodate the July 4 holiday period.

Adjournment: The meeting was adjourned at 6:25pm.