

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
August 7, 2013, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

July Minutes: Approved.

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

Interim Approvals since the July Meeting:

The Trustees approved \$5,700 for carpentry work at 1-3 KM at a prior meeting but not confirmed in prior minutes. Two residents were approved for pool guests under our new procedures. The Trustees also approved \$450 for stump grinding and \$60 to fund the annual lunch for the Vanaria grounds crew.

Management Report For: Quail Run Condominium Trust

Report Date: August 7, 2013

Report Title: July Management Report

ACCOUNTING

2014 Operating Budget (FOR INFORMATION AND DISCUSSION)

Attached for review is a copy of the first draft of 2014 operating budget for Quail Run as a result of a budget working meeting held on July 31, 2013. We will review and discuss this budget draft at this meeting.

BID AND PROPOSAL

Roof Repair at 4 Michaels Green – Mass Roofing (FOR INFORMATION)

Mass Roofing completed the roof replacement at 4 Michaels Green at a cost of \$1,470.

Management continues to be satisfied with work by James Danforth's company.

Electric Meter Socket Replacement – Electrician Mike Sawyer (FOR INFORMATION)

Electrician Mike Sawyer replaced the meter sockets servicing 14, 15 and 16 Kendall's Mill on July

31, 2013 at a cost of \$2,875. This work was originally scheduled for earlier in July but was postponed due to the heat wave that the area was experiencing. All affected Unit Owners were informed appropriately.

Tennis Court Rehabilitation (FOR INFORMATION AND DISCUSSION)

Management has been informed that Vermont Tennis is no longer interested in working with Quail Run on this project. Subsequently, a new vendor who is familiar with the preferred resurfacing product "Premier" has submitted a proposal for the board's consideration. The proposal is priced at \$34,000 which is significantly less than that of Vermont Tennis'.

Management would like to discuss this new proposal at this meeting.

EXTERIOR BUILDING MAINTENANCE

Roofing Issue at 14 Kendall's Mill (FOR INFORMATION)

More work to identify the cause of minor leak in the foyer at 14 Kendall's Mills has been done this month. Additional water testing will be done in house for continued investigation and resolution.

DELINQUENCIES

As of June 30, 2013 there were two unit owners with a condo fee and late charge(s) past due. Both balances (fees included) were satisfied on July 3, 2013. There are no other no other delinquencies to report.

MONTHLY FINANCIALS

The financials for June 30, 2013 are attached for your review. Year to date, Quail Run is operating at a surplus of 29,039 with a positive variance of \$17,762.

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Quail Run Condominium Maintenance Report – July 2013

Gutters

All gutters at the rear of 6 through 10 Saw Mill Brook Way have been cleared and inspected. We found metal Mesh "pine Cones" in all gutters and they have been removed.

5 Douglass Green

The gutters were inspected and no issues were identified. A sprinkler spray head was adjusted to stop the spaying on the unit's kitchen window.

Speed bumps

All speed bumps have been painted in house.

Roof Repairs

The roof replacement at 4 Michaels Green has been completed.

Stump Grinding

We have a verbal quote of \$450.00 for stump grinding by Bryan Hughes and I expect him here the week of August 5, 2013.

Car Port Venting

After measuring all our car ports we have come up with a total of 456 linear feet of venting. I believe the quote was sent to the T.D.G. office

Binding visit

On July 24, 2013 we had two men from Binding and me chipping and clearing. I feel we made some great progress at the front entrance and I am looking forward to their next visit. We had several volunteers who helped out prior to this visit. This really made a difference in how much we were able to accomplish.

Brush Cutter

This piece of equipment has been nothing less than a nightmare. There have been many issues with missing parts or parts not working as they should resulting in wasted time and energy. We will be sending this back to Northern Tool and getting a full refund.

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Pressure Wash

We were able to squeeze in some washing this month including 1 through 6 Saw Mill

Brook Way. I am hoping to focus on more power washing this month.

Pool Alarm

We have a quote for an alarm as requested.

SenEarthCo

We are down to two items both of which require a contractor at 2 and 3 Michaels Green driveway separation along with some archway rot. Open for discussion please.

Fred A Stoddard

Management and Maintenance Report Updates:

Our 2014 budget is being finalized. We appear to be headed for another significant operating surplus and a moderate increase to supplement reserves, similar to last year.

The Trustees have unanimously approved and have finalized the contract to resurface the tennis court at a cost of \$34,600 to include a new net and posts. Other options were either more expensive or short term fixes. The access code will be posted on our password protected web site to ensure compliance with user requirements. If weather conditions interfere, we will be first on the 2014 seasonal list.

Pending power washing will also be done at VBW and asked F. Stoddard to come up with a low cost fix for the 2-3 MG driveway issue as well as a low cost fix for the 2-3 Mg separation problem...

The Trustees decided that car port venting should be done in conjunction with roof replacement with Susan Zeller-Kent dissenting due to the 10-15 year expected time interval.

Landscaping:

We appear to be well under budget this year and expect just one more tree work day in September unless we experience strong winds. We want to finish the front entrance clean-up and other smaller tasks. We also plan to hire a small Vanaria crew for one day to help with fall loam and reseeding at a cost not to exceed \$600. The Trustees approved an expenditure of up to \$1,000 to cover the Vanaria work plus some new bushes and trees for fall planting.

New Business:

The Trustees approved the purchase of a new leaf blower at a cost not to exceed \$300, \$716 for a new sprinkler control box at KM, and \$2,100 for a list of small carpentry and painting repairs at various clusters including 2-3 MG archways.

Old Business:

The Trustees asked F. Stoddard to develop a lower cost solution for the pool alarm. S Marx will continue to work on a pool maintenance sharing with the Ledges in Winchester for next season.

Susan Zeller-Kent will draft revisions to the form used by the Trustees to identify items requiring attention by buyers and sellers at the time of property transfer

The Trustees discussed the addition of a speed bump on the hill next to the SMB entrance. While there was insufficient Trustee support to approve, residents will be alerted in the next Quail Runner that unless driving habits improve, we will revisit the issue.

Executive Session:

The Trustees discussed compensation issues relating to the 2014 budget. The Trustees agreed that Project Fred could be reactivated subject to proper documentation as long as it did not interfere with TDG duties.

Next Trustees' Meeting: September 11, 2013, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:00pm.