

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

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, S. Zeller-Kent and D. Serieka Trustees, Trustee elect W. Lavalley. S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG"). Trustee W. Howe and H. Tillman, Communications Committee, attended by phone. Owners from 9 and 11 VBW also attended.

November Minutes: Approved as revised.

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

Interim Approvals since the November Meeting:

The Trustees approved the installation of windows, slider and heating system at 16 KM and windows and skylight work at 3 MG

Management Report For: Quail Run Condominium Trust

Report Date: December 2, 2013

Report Title: Management Report

ANNUAL MEETING

2013 Annual Meeting (FOR INFORMATION AND APPROVAL)

The annual meeting was held on Friday November 22, 2013 and quorum was reached at 59.84 percent. Thirty eight units were represented in person or 40.85 in beneficial interest with 18.99 percent represented by proxy. As a result of reaching quorum, Wayne Lavelle was affirmed as a new Trustee. Congratulations Wayne! Management will bring a certificate of election for execution and notarization to this meeting.

BIDS AND PROPOSAL

2014 Insurance Renewal (FOR INFORMATION)

By the end of December, Management anticipates a response from John Piazza of Hub International regarding the upcoming January 23, 2014 renewal date for Quail Run's master insurance policy.

CONTRACTS

Management Contract (FOR DISCUSSION AND BOARD OF TRUSTEE APPROVAL)

Management would like to discuss the options available for a contract renewal for management services by The Dartmouth Group. Management is hopeful that the Board of Trustees will award a long term (3 year) contract to The Dartmouth Group.

DELINQUENCIES

As of October 31, 2013 there were two units with late charges and a third unit with violation charges. To date, all charges have been satisfied. There are no other delinquencies to report.

MONTHLY FINANCIALS

The financials for October 31, 2013 are attached for your review. Year to date, Quail Run is

operating at a surplus of \$34,469 with a positive variance of \$35,345.

OTHER

Active Leases (FOR INFORMATION)

Attached is a current list of active leases at Quail Run Condominium. Currently, there are five units that are rented. All but one lease is in full compliance. This unit has a "tenant at will" lease and no documentation on file related to a consent to the condominium documents and rules and regulations.

Verizon Phone Charges (FOR INFORMATION AND DISCUSSION)

Verizon bills Quail Run for eight phone lines. One line is the office fax/internet and the remaining seven are the Vine Brook Way fire alarm system. In February of 2012 Management analyzed the Verizon costs and was unsuccessful in negotiating lower costs. In speaking to Verizon back then there was no room for negotiating as the line charges were already discounted to \$15.95 from a market charge of \$19.99. Management updated the analysis last month and identified a significant increase (40%) in Verizon charges. Please see the analysis below:

Monthly Monthly

Vendor Service 2012 2013

Verizon Fax and Internet \$114 \$125

Verizon Fire Alarm \$180 ** \$288

Sub Total \$294 \$413 40% Increase

Verizon Fred's Cell Phone \$ 45 \$ 45

Pacific Tel Pool Pay Phone \$ 90 \$ 55

Total \$429 \$513

Please note that in addition to Verizon, there are monthly bills for the Maintenance Technician cell phone and pay phone located at the pool house. In 2012 Management negotiated with Pacific Tele-Management Service to reduce the monthly rate from \$90.00 to \$55.00. A seasonal rate is not offered and PT is the only company that still services pay phones.

Update

Verizon is offering a discounted charge of \$18.95 per line provided a two year agreement is in place. Quail Run is currently paying \$24.49 per line and will save approximately \$44.00 each month at the aforementioned promotional rate.

Management inquired to one other vendor (Comcast) for comparison and their line charge is \$24.95 with no room for negotiation. In addition, Comcast would charge installation charges as high as \$200 per location. There are four locations at Vine Brook Way. Management would like to discuss how to proceed.

QUAIL RUN CONDOMINIUM

ACTIVE LEASE WORKSHEET

November 26, 2013

Address Unit Owner Expiration Lease on file Comments

18 KM Annarelli 6/14/2014 Yes Lease in compliance

16 DG McLaughlin 6/30/2014 Yes Lease in compliance

11 KM Bartel 7/31/2014 Yes Lease in compliance

6 JG McGrinnley 1/15/2015 Yes Lease in compliance

15 KM Santini Tenant At Will, Lease not in compliance

Maintenance Report

Pool House

Water has been shut off for the winter.

Home Depot

Susan and I have visited Home Depot to finalize our Materials list for the pool house bathroom renovations.

Tennis court

The tennis net has been removed and stored for the winter.

Recycle bin

SMBW Recycle bin was damaged and replaced.

Snow Stakes

All snow stakes are in place. We are still awaiting sand barrels. I would like to minimize the number of barrels on site from 8 to 5.

Gutter Cleaning

John Sylwa will be cleaning the gutters this week.

Fall Clean up

Vanaria has done another fine job cleaning up. We will have one more visit following gutter cleaning.

Transformer

This SMBW transformer issue has yet to be rescheduled. We awaiting a new date from NSTAR.

By:

Fred Stoddard

Management and Maintenance Report Updates:

The Trustees signed the amendments proposed at the Annual Meeting after procuring 57 unrestricted resident signatures supporting all four amendments and qualified approvals which brought the approval total to the required 2/3 for each of the four amendments. The Trustees also signed the new certificate of officers with both documents becoming effective upon recording later this month.

We expect the final 2013 surplus not to exceed \$30,000 and will transfer the excess once we have final numbers and our operating cash balance is sufficient after anticipated operating expenses to move the funds to reserves. It was noted that the only expense category over the current year budget was telephone expense which has been addressed in the Management report above.

We continue to assess daily fines and legal fees to the owner of 15 KM until the non-compliant lease is resolved.

The Trustees approved the new two year Verizon agreement described above.

New Business:

The Trustees approved a new 3 year TDG Management contract tied to the annual inflation rate with a cap of 3%. The 2014 rate will be 2.06% and, as in all QR contracts, it contains an annual cancellation provision.

. A financial town meeting will be scheduled in June in furtherance of the financial issues discussed at the Annual Meeting.

The Trustees approved painting of railings and skirt boards at KM and SMB early next year subject to receiving satisfactory bids to include preparation. Owners will be required to make necessary repairs prior to painting.

Old business:

The Trustees discussed mechanisms to deal with the two rental units at KM should both of the current tenants wish to remain.

Executive Session:

The Trustees discussed compensation issues for TDG personnel and approved a response to the Annual Meeting presentation by the owner of 11 VBW for posting on the web site.

Next Trustees' Meeting: January 8, 2014, 5:00pm at the garage office, reset back one week due to the New Year Holiday.

Adjournment: The meeting was adjourned at 6:20pm.