

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
February 6, 2013, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

Present at the meeting were, D. Serieka, 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,

January Minutes: Approved.

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

Interim Approvals Since the December Meeting:

The Trustees approved the renewal of our master insurance policy at a cost of \$37,667 (to be discussed further below), \$475 for two broken street light lenses, extension of the water heater replacement deadline to 5/30/13 and the purchase of a gift basket for F. Stoddard who is recuperating from shoulder surgery.

Management Report For: Quail Run Condominium Trust

Report Date: February 6, 2013

Report Title: January Management Report

ACCOUNTING

2012 Financial Review (FOR INFORMATION)

The package has been sent to CPA Patricia Cobb to conduct the 2012 financial review and taxes for Quail Run Condominium.

Vanaria & Sons Reserve Check for \$2,500 (FOR EXECUTION)

Management has the check in the amount of \$2,500 for signatures to pay Anthony Vanaria & Sons for the granite replacement and repair to the curbing at Douglass Green.

BID AND PROPOSAL

Street Pole Light Repairs by Fagan Electric (FOR INFORMATION)

As a result of an in-house inspection of pole lights, 3 required metal halide bulbs and 2 required new lenses. All bulbs were replaced at a cost of \$255. The 2 pole light lenses will be replaced at a cost of \$475 (\$275 for lenses and \$200 for labor including a lift). Total light repairs come to \$730. Fagan Electric will let us know a date when the lenses will be installed.

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

This work has been postponed until the spring due to the now colder temperatures for the use of concrete. 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 has been postponed until the spring. A new lamp post will be installed for \$540.

Structural Repairs at 8 Douglass Green (FOR INFORMATION)

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 **reconstruction**

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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.

Management also met with the adjuster representing Greater New York (GNY) insurance provider for Quail Run who prepared an estimate. GNY has the adjuster's report under review to determine coverage and management hopes to have an answer by this meeting. The consensus is that the cause of damage was a leaky condensation line connected to the unit's air conditioning system.

DELINQUENCIES

There is one unit with a past due balance of \$45.00 in late fees as of December 31, 2012 but as of this date, this balance has been paid in full. There are no current delinquencies to report at this time.

GROUNDS MAINTENANCE

Pesticide Treatments (FOR INFORMATION AND DISCUSSION)

Management has been looking into the application of pesticides being done in-house and has learned that under Massachusetts law, in order to apply pesticides to a property in excess of three units, one must have a valid Pesticide Applicator's License. In addition, in order to maintain an active license, continuing education credits have to be obtained. Moreover, liability insurance is necessary. As a result, applying pesticides to units at Quail Run in-house is not advised. Management recommends engaging in a professional exterminating company to provide pesticide treatments going forward.

INTERIOR BUILDING MAINTENANCE (FOR INFORMATION AND DISCUSSION)

Water Heater Replacements (FOR INFORMATION AND DISCUSSION)

Management sent notices were sent to 11 Unit Owners informing them to replace their water heaters as they are now ten years old. The deadline was initially established for March 20, 2013. However, management recommends an extension because a number of Unit Owners from Vine Brook Way are away and will not return to Quail Run until mid to late April. Management also believes that some Vine Brook Way Unit Owners will submit a request for a waiver.

MONTHLY FINANCIALS

The preliminary financials for December 31, 2012 are attached for your review. For December, Quail Run operated at a surplus of \$1,534 with a positive variance of \$3,087. For the year, there is a projected operating surplus of \$26,256 with a positive variance of the same.

OTHER

Waste Management – Curbing Damage Claim (FOR INFORMATION ONLY)

Gallagher Basset Services has completed an investigation into the claim submitted against Waste Management for damages to the new granite curbing at Douglass Green. Based on their review, the claim has been denied for lack of proof i.e. there were no witnesses to this incident.

Wind Damage to Siding at 1 Michaels Green (FOR INFORMATION ONLY)

Attached is a picture of some siding that blew off the side of 1 Michaels Green. Management is awaiting a repair quote from Craftsman.

Management and Maintenance Report Meeting Updates:

The Trustees approved the transfer of the 2012 operating surplus to capital reserves based on available TDG pre-audit financials.

The Trustees learned that our master policy may not cover repairs at 8 DG and await the response of the owner's insurance company.

The Trustees asked TDG to procure bids and warranty information for an annual professional carpenter ant spraying program. Initial indications are that this could be a new operating expense in the range of \$6-7,000 per year.

The Trustees approved storm damage repairs by Craftsman to 1MG and 4JG at a cost not to exceed \$400.

New Business:

The Trustees learned that the heating system at 12 KM, presently vacant, is not operating properly. ***F. Stoddard will enter the premises tomorrow to ensure that any prospect of damage has been minimized.*** Further action will be required if promised repairs are not made by the owner.

The Trustees approved the expenditure of not more than \$1,000 for replacement pool furniture.

Old Business:

The Trustees authorized TDG to send a \$100 operating fund check to R. Clarke payable to the "Clerk-Magistrate" to fund previously approved Goldman litigation. TDG will issue written notice to remaining owners responsible for garage door repairs requiring final resolution by 3/31/13.

S. Zeller-Kent will reschedule the tankless water presentation (Pull on demand) for our March meeting.

Executive Session:

None

Next Trustees' Meeting: March 6, 2013, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:12pm.