

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
January 2, 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, Trustees, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG"). Trustee W Howe and H.Tillman, Communications Committee attended by phone,

**December Minutes:** Approved.

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

**Interim Approvals Since the November Meeting:**

The Trustees approved \$480 for the repair of a wood berm at 9 SMB and \$2,500 in repairs to the DG granite curbs as the latter work was done properly. It should be noted, however, that this work was completed but not approved in advance in accordance with our policies. The Trustees also noted that the final amount of Christmas gratuities was increased by \$22.75 due to gift card fees.

**Management Report For: Quail Run Condominium Trust**

**Report Date: January 2, 2013**

**Report Title: December Management Report**

**Annual Meeting**

**2013 Certificate of Election (FOR EXECUTION)**

Management has sent the executed certificate of election to Marcus, Errico, Emmer & Brooks (MEEB) for it to be recorded at the registry of deeds.

**BID and PROPOSAL**

**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.

**Lamppost at 7 Saw Mill Brook Way by Mike Sawyer (FOR INFORMATION)**

This work has been postponed until the spring. A new lamppost will be installed for \$540.

**Main Roadway Lamp Pole Repairs (FOR INFORMATION)**

Management has received a bid from Fagan Electrical Services out of Woburn to replace bulbs to three lamp poles along the main roadway at \$255 (lift included). However, as a new vendor to Quail Run, a proper w-9 and certificate of liability insurance must be received prior to any repairs being done. We are awaiting receipt of this documentation. There is one pole light requiring a lens and management is trying to get an estimated cost in advance.

**Structural Repairs at 8 Douglass Green (FOR INFORMATION)**

Management has contacted three general contractors for bids to repair a section of the unit wall at 8 Douglass Green as a result of carpenter ant and water damage. The repairs will include interior and exterior demolition, mold remediation, structural replacement (studs) followed by exterior and interior finish work. Meetings have been scheduled for each contractor to inspect the unit over the next week.

## **DELINQUENCIES**

There is one unit with a past due balance of \$30 made up of a \$15 common fee and a \$15 late fee.

## **MONTHLY FINANCIALS**

The financials for November 30, 2012 are attached for your review. For November, Quail Run is operating at a surplus of \$5,754 with a positive variance of \$2,434. Year-to-date, there is an operating surplus of \$26,142 with a positive variance of \$23,169.

## **OTHER**

### **Recycle at Kendall's Mill - Waste Management (FOR INFORMATION)**

Management contacted Waste Management to request a resolution to the recycle overflow at the Kendall's Mill cluster. One additional bin has been delivered and we will monitor usage over the next few weeks. If necessary more will be added.

### **Management and Maintenance Report Meeting Updates:**

Unit owners must provide reasonable access to outside water if they expect to have power washing done next year.

***S. Marx will send a broadcast e-mail reminding residents of the 2013 fee increase.***

***F. Stoddard will perform a final review of needed garage door repairs at owners' expense prior to imposing fines.***

### **Annual Meeting:**

H. Tillman has revised the annual meeting format for 2013 to reduce redundancies and otherwise shorten the presentation

### **New Business:**

S. Marx is dealing with a \$300 overcharge by Verizon relating to the VBW alarm system.

***R. Clarke will address roof fans, bath and dryer venting in his next Quail Runner article.***

The owner of 10 DG joined the meeting briefly to voice his support for the zero rental option. Any further movement in this direction must be initiated by interested residents.

### **Old Business:**

The owner of 10 DG offered his thoughts on the desirability of a zero rental policy. While sympathetic, the Trustees do not believe there is adequate resident support to pass such amendment. Residents are able, however, to seek 67% resident support for any desired amendments to our condominium documents.

***R. Clarke will file suit in Small Claims Court against Goldman for any deficiency after any insurance recoveries being pursued by S. Marx.***

***F. Stoddard will reassess the 6 pending garage door repairs to ensure that the owners should be held responsible for repairs. He will also continue to report daily parking violations by the residents at 15 KM with each violation incurring a separate \$15 fee.***

**Executive Session:**

None

**Next Trustees' Meeting:** February 5, 2013, 5:00pm at the garage office.

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