

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
July 10, 2013, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

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

**June Minutes:** Approved as corrected.

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

**Interim Approvals since the June Meeting:**

The Trustees approved the installation of a slider at 6 DG, a radon system at 13 VBW, a heating system at 16 DG, the installation of a pool alarm at a cost not to exceed \$50, the replacement of an electrical distribution box at KM at a cost of \$2,875 and a notice of possible lease termination to the owner of 15 KM.

**Special Trustees' Meeting:**

On July 3, Trustees Clarke, Howe, Roberts and Zeller-Kent met with F. Stoddard, Certified Pool Operator ("CPO"), to discuss pool maintenance issues. It was agreed that the pool will be "shocked" weekly each Friday morning and that additional pool chemicals will be added in anticipation of any anticipated daily absences of a qualified CPO. Trustees Roberts and Howe will also be instructed as to how to deal with emergency situations in the absence of the CPO.

The Trustees also approved pool sign-in procedures to be implemented early next week.

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

**Report Date: July 10, 2013**

**Report Title: June Management Report**

**ACCOUNTING**

**R.L. Goldman Construction Payment (FOR INFORMATION)**

Management has received the \$2,000 settlement payment from RL Goldman construction and has deposited the check into reserves.

**BID AND PROPOSAL**

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

Management has received a proposal from Mass Roofing to replace a section of "old" roof at 4 Michaels Green. Management will review this proposal and seek approval from the board of Trustees.

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

The meter socket replacement servicing 14, 15 and 16 Kendall's Mill was approved by the board of trustees at a cost of \$2,875. Electrician Mike Sawyer has been in contact with Woburn's Engineer and NSTAR to get the necessary paperwork in place to schedule a power outage to complete this work. Management understands that units 10 through 16 Kendall's Mill including respective garages will lose power temporarily. Mike will let us know well in advance so proper notification can be sent to those Units Owners who will be inconvenienced.

### **Tennis Court Rehabilitation (FOR INFORMATION AND DISCUSSION)**

Additional information from questions raised at the June 5, 2013 board of trustee meeting relative to the premier court product proposed by Vermont Tennis will be presented at this meeting.

### **From Management Report of June 5, 2013**

Bids from the five vendors who participated in the Request for Proposal (RFP) to rehabilitate the tennis court was received. The vendors are Boston Tennis, Cape and Island Tennis, Vanaria & Sons, Vermont Recreational and Vermont Tennis. A review has been completed and an analysis and recommendation will be presented at this meeting.

### **EXTERIOR BUILDING MAINTENANCE**

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

There is a minor leak issue in the foyer at 14 Kendall's Mills that was inspected by Mass Roofing and as a result, caulking was applied to a roofing area above the foyer. The issue surfaced again and Mass Roofing was called back. A water test will be done later this week to hopefully determine exact cause for a permanent resolution. Management will inform the board of Trustees of the results, findings and cost to repair.

### **DELINQUENCIES**

As of May 31, 2013 other than one late charge that has since been satisfied, there are no delinquencies to report.

### **MONTHLY FINANCIALS**

The financials for May 31, 2013 are attached for your review. Year to date, Quail Run is operating at a surplus of 22,675 with a positive variance of \$9,897.

### **OTHER**

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

Knollmeyer Construction completed the structural repairs at 8 Douglass Green at the contract price of \$9,950. No additional moisture or mold remediation was necessary. Management and the Unit Owner are satisfied with the cooperation of the contractor, professionalism and workmanship. Management is still awaiting a response from the Association's Insurance company (Greater New York) on the status of the outstanding claim as a result of a second inspection.

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### **Quail Run Condominium Maintenance Report – June 2013**

#### **Pool Items**

The rear gutters at the pool house were clogged at both ends and resolved.

The domestic water heater has been replaced (in-house)

Since shortly the pool alarm I have not seen any other evidence of pool hoppers.

#### **Pool Algae**

After many days of heavy rain, we had an algae issue that was quickly taken care of. I even

made a special trip at 7 AM on the morning of July 4th to ensure all was well and the pool was clean.

### **Brush Cutter**

After multiple calls and emails, we now have a fully functional piece of equipment. Some parts were missing at time of shipment.

### **Garage Doors**

We had two Garage door repairs this month. (8 KM and 8 DG)

### **Sprinkler Repairs**

Sprinkler repairs were completed at 7 DG, 1 VBW and 13 VBW.

### **Vanaria**

Fertilizer and grub control was applied on 6/24

### **Recycle Stickers**

All of our Recycle buckets now have new clean stickers

### **Car Ports**

I've noticed that the garages are without venting any and all heat has nowhere to go. This heat will shorten the life span of the shingles. I would like to suggest we have venting installed.

### **Derek Binding**

I would like to put the trees at the pool and the trees behind 4-9 VBW on our list for cleaning up.

### **8 SMBW**

With all the rain we have had Lynn has noticed seepage at rear of her basement.

### **14 KM**

We still have a leak at front porch roof. I have installed a tarp for the time being and Mass Roofing will be here later this week for another inspection/remedy.

Fred A. Stoddard

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

The Trustees approved \$1,470 for reroofing at 4MG and a limit of \$500 for leak repairs at 14 KM.

Tennis court approval was tabled due to phone problems with S. Zeller-Kent. There is a sense of urgency here due to deterioration of the existing surface.

S. Marx confirmed that new residents are being asked to consent to e-mail notice and is reviewing changes to the welcome package process.

### **Landscaping:**

Vanaria has been reminded that bush trimming must be done in two phases to avoid cutting new buds on flowering bushes. We have also asked for more aggressive trimming of overgrown shrubs. Residents will again be permitted to do light trimming of evergreens as they will not be trimmed until late August.

### **New Business:**

The owner of 7 MG is negotiating with Vanaria regarding an original slider broken during lawn cutting. Unfortunately, replacement parts are not available but Vanaria is offering a significant payment toward a new vinyl slider system.

A tentative date of Wednesday, July 31 at 3pm has been set for initial drafting of the 2014 budget. TDG will prepare the requisite spread sheets.

F. Stoddard has purchased materials and will install a permanent drain at the rear of 5 VBW.

The Trustees approved \$200 for our gutter contractor to inspect and clear rear gutters at 9-13 SMB

The Trustees again asked TDG to help with future pool maintenance during vacation periods here. We would like to have our CPO perform exchange services with another Dartmouth CPO without excessive cost to either managed property.

**Old Business:**

Our insurer has declined reimbursement of the expenses incurred by the Trust at 8 DG due to pre-existing conditions.

The Trustees approved the gas grill installation at 13 VBW.

**Executive Session:**

None

**Next Trustees' Meeting:** August 7, 2013, 5:00pm at the garage office.

**Adjournment:** The meeting was adjourned at 6:15pm.