

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
June 5, 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, S. Zeller-Kent, W Howe Trustees, H.Tillman, Communications Committee, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG").

May Minutes: Approved

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

Interim Approvals since the May Meeting:

The Trustees approved the installation of new weather resistant railings at 11 VBW, the repair of the 2 VBW garage door including a new motor all not to exceed \$700, the purchase of a new pool shower hot water heater at a cost not to exceed \$400, the replacement of chimney caps at 8 and 9 DG at a cost of \$2,165 and the acceptance of the Knollmeyer bid of \$9,950 for interior damage at 8 DG. We are aware that if Knollmeyer is unable to fully treat any mold, then additional cost will be incurred.

Special Trustees' Meeting:

On May 8, the Trustees met to discuss procedures relating to rules violations. It was agreed that before initiating a notice of a new violation, a Trustee shall make contact with the resident either by phone or in person.

Management Report For: Quail Run Condominium Trust

Report Date: June 5, 2013

Report Title: April Management Report

BID AND PROPOSAL

Lamp post at 7 Saw Mill Brook Way by Mike Sawyer (FOR INFORMATION)

The light pole at 7 Saw Mill Brook Way was installed at the approved price of \$690.

EXTERIOR BUILDING MAINTENANCE

Garage Door Repairs (FOR INFORMATION ONLY)

All garage doors have been repaired and as a result no monetary fines were necessary.

DELINQUENCIES

As of April 30, 2013 there are no delinquencies to report.

GROUNDS MAINTENANCE

General Environmental Services - Pesticide Treatments (FOR INFORMATION)

General Environmental Services (GES) completed the first of two applications to treat the buildings for carpenter ants.

Tennis Court Screens (FOR INFORMATION AND DISCUSSION)

Management is awaiting the completion of the potential contract award (tennis court rehabilitation) and will then negotiate for tennis court screens.

Tennis Court Rehabilitation (FOR INFORMATION AND DISCUSSION)

Bids from the five vendors who participated in the Request for Proposal (RFP) to rehabilitate the tennis court were 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.

INTERIOR BUILDING MAINTENANCE

Water Heater Replacements (FOR INFORMATION)

Management sent a final reminder notice to those Unit Owners who have yet to replace their hot water heaters and made follow up phone calls. All but one Unit Owner has complied by replacing their hot water heater by the May 31, 2013 deadline. A daily \$15.00 fine has started against this Unit Owner's account and will continue until proof of installation is received.

MONTHLY FINANCIALS

The financials for April 30, 2013 are attached for your review. Quail Run is also operating at a surplus with a positive variance of \$20,967 and \$8,082 respectively year to date.

OTHER

Structural Repairs at 8 Douglass Green (FOR INFORMATION AND DISCUSSION)

Knollmeyer Construction was awarded the job related to the necessary structural repairs at 8 Douglass Green. A contract has been signed and construction began Monday June 3, 2013. Knollmeyer expects to complete all work by June 7, 2013. Although initial payment will be made by the Quail Run Condominium Trust, a follow up meeting with the Unit Owner will take place to determine responsibility.

QUAIL RUN CONDOMINIUM

Maintenance Report – May 2013

Pressure Washing

Douglas Green, pool deck, pool walkway and ceiling.

This ceiling could use a paint job (in house) hopefully later this season.

Ant Spray

GES has completed the two sessions and completing their contract for this spring time application.

Pool Vendor

After multiple attempts to get a onetime supplies in bulk. I've come up short of my goal. Our vendor that we now have has offered an In House account at a reduced cost for materials /chemicals.

Noblin Report

Our Chimney Caps at # 8 and #9 Douglas Green have been replaced.

Final cost \$2,165.00 Completed by Craftsmen Restoration.

Maintenance Request

We received a request re; a piece of siding at #2 and #3 KM. After investigating and looking at it with Craftsmen, we have come to the conclusion that this porch beam is holding water and rotted out. The quote given to us is \$5,700.00 and Craftsmen has told me that they have done this project for us in the past on another unit.

Chisholm Door

We had two garage doors repaired @ V.B.W Re; springs #2 and #5.

Come to find out it is recommended the rollers be sprayed /greased once a year. I think it

would be wise to put this task on my winter to do list as a scheduled maintenance.

Mike Sawyer

We have asked Mike for a new quote to replace the elec. panel @ #16 K.M.

We are still waiting on this quote.

180 Day list

D.G. trash area roof .We have pressure washed this roof twice in the past three years, It really needs replacing. This could be done (in house)

J.G. Paving project - After measuring out the asphalt I have come up with a square Footage of 12,703 SF (not including walkways)

Water Heater

Our domestic water our heater at the pool house has expired. Cost to replace this (in House) is under \$400.00

Bay Side EXPO

Thank you for allowing the time to attend this event. I found it most informative having that time to see and hear Vendors point of view and making some contacts.

Management and Maintenance Report Meeting Updates:

We are now aware that damage to 8 DG was due to a roof leak which is the Trust's responsibility and may be partially recovered from our insurance net of our \$5,000 deductible. It appears that the work can be completed within the original Knollmeyer bid. The tennis court resurfacing and speed bump discussions were tabled until the July meeting. The Trustees approved repairs at 2-3 KM as itemized above

Landscaping:

The Trustees met with Joe Vanaria to discuss recent positives and negatives. We remain satisfied with services but asked that all of his people check in and out with our Maintenance Supervisor on each visit. Joe will check our recent mulch charges and will schedule a site visit with his senior botanist.

The Trustees also approved the purchase of a brush cutter not to exceed \$300 and additional 2013 Vanaria services not to exceed \$800 for plant maintenance and loam as may be requested by the Landscaping Chairman.

Today's Binding Tree work was entirely satisfactory with the next visit in about two weeks which will again focus on front entrance invasives.

New Business:

The Trustees learned that 6 JG was rented without lease approval and asked S. Marx to follow up on leasing requirements. This brings total rentals to 5 vs. a limit of 9. **S. Marx will ask his assistant to cc all Trustees on 6D requests.**

The Trustees approved the installation of a temporary handicap access ramp at 15 MG, exterior water spigots at 1 and 3 KM, replacement windows at 8 MG all at owner expense. The Trustees asked D. Serieka to design a sign in sheet for those using the pool. We will also change the pool combination for the 2014 season. The Trustees also approved the purchase of \$45 for TDG logo shirts and a small dog at 7 KM.

Old Business:

Trustees Clarke, Zeller-Kent and Roberts must visit Eagle bank to be added as CD signers and Trustees Serieka and Howe must return to sign the new signature cards.

Executive Session:

None

Next Trustees' Meeting: July 10, 2013, 5:00pm at the garage office. The Trustees moved the July meeting date to accommodate the July 4 holiday period.

Adjournment: The meeting was adjourned at 7:15pm.