

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

Meeting called to order at 5:00pm.

Present at the meeting were, D. Serieka, D. Roberts, 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,

February Minutes: Approved.

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

Interim Approvals Since the February Meeting:

The Trustees approved the installation of a new heating system at 12 KM

Management Report For: Quail Run Condominium Trust

Report Date: March 6, 2013

Report Title: February Management Report

ACCOUNTING

2012 Financial Review (FOR INFORMATION)

A first draft of the 2012 financial report was sent to the Trustees for review.

Management has gone back to CPA Patricia Cobb with a request to reflect the true operating surplus of \$27,676 for 2012 with a footnote "To be transferred to reserves in 2013".

In addition, we requested that the two contributions to reserves in 2012 of \$27,777 from the 2011 operating surplus and \$22,223 of excess operating cash from 2012 be noted.

Transfer of 2012 Operating Surplus (FOR INFORMATION ONLY)

Management has transferred the 2012 surplus from operating in the amount of \$27,676 to reserves.

BID AND PROPOSAL

Street Pole Light Repairs by Fagan Electric (FOR INFORMATION)

The 2 pole light lenses at a cost of \$475 (\$275 for lenses and \$200 for labor including a lift) were ordered and delivery is expected any day now. As soon as they come in, Fagan Electric will install them.

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)

As reported at the February 6, 2013 Board of Trustees meeting, GNY declined the Association's insurance claim. Management is awaiting a response from the Unit Owner's insurance carrier Arbella and based on their response, a decision regarding course of action will be made. Management has not received any follow up on this matter from the Unit Owner.

The following are the notes on this matter from the February 6, 2013 Management Report.

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 **re-construction 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.

EXTERIOR BUILDING MAINTENANCE

Storm Damage Repairs (FOR INFORMATION AND APPROVAL)

Craftsmen Restoration completed siding repairs to 1 Michaels Green and 4 Johnsons Grant. At the February 6, 2013 Board of Trustees meeting, \$400 was approved for these two repairs. However, the actual cost is \$600. This was a 2 man process requiring the set up of a staging area on a lower roof to get at the siding location of 1 Michaels Green. Management seeks approval to pay this invoice.

Garage Door Repairs (FOR INFORMATION ONLY)

A follow up notice was sent to appropriate Unit Owners with the deadline extension to March 31, 2013 to complete their garage door repair. To date, three Unit Owners have not made the repair and a reminder notice was sent on March 1, 2013.

Although One Unit Owner did make the repair, they felt it to be unreasonable because they are new to the community and did not damage the door. They requested some relief of the cost of \$350 paid to repair the door. Management did explain that garage doors are inspected annually and if damaged, Unit Owners are responsible for the repairs as part of the general upkeep of the community. Moreover, the damaged garage door should have been noted and resolved as part of the home inspection. The Unit Owner agreed, but requested that Management bring their matter to the Board of Trustees for consideration.

DELINQUENCIES

As of January 31, 2013 there were two units with a past due balance. The first was \$424 representing one month in condominium fees. The second was a residual \$7 balance. Both amounts have been paid in full.

GROUNDS MAINTENANCE

Pesticide Treatments (FOR INFORMATION AND DISCUSSION)

The following is a table of five pest management companies who submitted bids to perform two annual pesticide treatments (spring and summer/fall) to the exterior of the 21 buildings at Quail Run Condominium for carpenter ants. Management would like to discuss the bids and make a recommendation to award the 2013 pesticide program to one vendor.

Company/Location Cost Warranty Notes

Yankee Pest / Malden \$1,250 ??

Waltham Pest /Wilmington \$3,990 No

Pest Detective / Whitman \$4,200 30 day

GES / Malden \$6,780 Yes Will re-treat at no cost if necessary

Heritage Pest / Randolph \$5,000

INTERIOR BUILDING MAINTENANCE

Water Heater Replacements (FOR INFORMATION)

Management sent a follow up notice to eleven Unit Owners informing them that the deadline to replace their water heater has been extended May 31, 2013. This was made to accommodate a number of Unit Owners who are currently away. Once again, Management believes that some Unit Owners of Vine Brook Way will submit a request for a waiver.

MONTHLY FINANCIALS

The financials for January 31, 2012 are attached for your review. For January and year to date, Quail Run is operating at a surplus of \$7,849 with a positive variance of \$2,409.

QUAIL RUN CONDOMINIUM

MAINTENANCE REPORT

February 2013

S.M.B.W. Lighting

This Railing along with the light will be replaced in the month or so. As it stands it is still within building code so other than esthetics, I don't see any reason to run and a temporary repair.

Pool Roof

We received a quote from Mass Roofing to replace the rear side pool house roof including the gutter and down spouts at a cost of \$5,410. I feel this is in the same price range as he quoted for the last job that he did for us.

Wind Damage

Siding repairs to 1 M.G. And 4 J.G. have been completed by Craftsmen at a cost of \$600.

Pool Chemicals

After looking over the past years petty cash invoices. I have come up with list of our needs for the pool for this coming season. The price I have quoted by Bay State Pool supply is \$2,691.51 for the year. I have yet to compare this price with any other suppliers This quote is good for 30 days.

Management and Maintenance Report Meeting Updates:

The Trustees approved the 2012 audit and authorized Jim Stento, TDG CFO, to sign our 2012 tax return after reflecting the final audit revenue number.

The Trustees also approved the \$200 increase in storm damage repairs, the pool house roof reshingle and asked S. Marx for additional pest control information.

S. Marx will report the SMB plow damage to Vanaria but will not require compensation given the approved pending replacement of the stairs and railing.

The Trustees declined requests by the owner of 5 JG and 7 VBW for garage door repair relief but will give a May 31 deadline for residents wintering in Florida.

The Trustees also declined a request for specific and extensive permanent structural changes at 17 VBW to accommodate a handicap access ramp but reaffirmed our willingness to accommodate handicapped residents.

F. Stoddard will continue to refine the pool chemicals request with a focus as well on our 2013 budget.

New Business:

The Trustees approved the purchase of a new reserve fund \$50,000 CD within prevailing guidelines once we have February financials confirming reserve cash of at least \$90,000.

The Trustees heard a presentation on tankless water heaters as an alternative to traditional water heaters and look forward to further information.

Old Business:

We have set a deadline of April 30 to complete an RFP for tennis court resurfacing and will review bids for new windscreens at our next meeting.

S. Zeller- Kent will draft a proposal for emergency planning and preparedness arising from our experiences in the latest blizzard.

Executive Session:

None

Next Trustees' Meeting: April 3, 2013, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:23pm.