

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
May1, 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 and R. Clarke, Trustees, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG").

**April Minutes:** Approved

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

**Interim Approvals Since the April Meeting:**

The Trustees approved a QRC logo and colors for the pool, an increase in the SMB light post installation to \$690 and the text of a letter to the owner of 8 DG.

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

**Report Date: May 1, 2013**

**Report Title: April Management Report**

**BID AND PROPOSAL**

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

The new stairs and railings have been completed and Management is very pleased with the workmanship by KT Landscaping (total cost at \$5,440). Management has a check for board of trustee signatures that was pre-approved.

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

Because of lack of power, for the new lamp post at the location of new stairs at 7 Saw Mill Brook, a trench from the nearest lamp post became necessary to bury a conduit with wiring inside to power the new lamp post. To save additional labor costs, the trench was dug in-house leaving only a nominal material cost of \$150 bringing the total cost of this job to \$690. Management received board of trustee approval for this additional cost and electrician Mike Sawyer expects to install the lamppost on Monday April 29, 2013.

**EXTERIOR BUILDING MAINTENANCE**

**Garage Door Repairs (FOR INFORMATION ONLY)**

To date, Management is aware of only one Unit Owner who has not completed their garage door repair. Management has sent another reminder notice to this unit owner of the May 31, 2013 deadline.

**DELINQUENCIES**

As of March 31, 2013 there was one unit with a past due balance of \$11.00 and this balance has since been satisfied.

**GROUNDS MAINTENANCE**

**General Environmental Services Pesticide Treatments (FOR INFORMATION)**

General Environmental Services (GES) has scheduled the first of two applications to treat the buildings for carpenter ants. Units in Saw Mill Brook Way, Douglass Green and Vine Brook Way will be treated on Friday date April 29, 2013. Treatments to units within Johnson's Grant,

Kendall's Mill, Michaels Green and the pool house will take place on Friday May 3, 2013. Residents were notified accordingly via broadcast message.

**Tennis Court Screens (FOR INFORMATION AND DISCUSSION)**

Management received another quote to replace the mesh windscreens around the perimeter of the tennis court. Based the receipt of material samples from each vendor, the quality of the vinyl in fact does vary. Management will bring the samples to this meeting for review.

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

Management completed and received board of trustee approval for the Request for Proposal (RFP) to rehabilitate the tennis court. The RFP was sent to vendors Boston Tennis, Cape and Island Tennis, Vanaria & Sons and Vermont Tennis with a due date of May 3, 2013.

**INTERIOR BUILDING MAINTENANCE**

**Water Heater Replacements (FOR INFORMATION)**

Management sent another reminder notice to those Unit Owners who have yet to replace their hot water heaters. The remaining eight Unit Owners now have 30 days from the May 31, 2013 deadline. To date, Management has not received any correspondence from Unit Owners of Vine Brook requesting waivers.

**MONTHLY FINANCIALS**

The financials for March 31, 2013 are attached for your review. For March, Quail Run is operating at surplus of \$4,737 and a positive variance of \$1,071. Year to date, Quail Run is also operating at a surplus with a positive variance of \$21,087 and \$6,667 respectively.

**OTHER**

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

At the request of the Board of Trustees, Management drafted and sent a response letter which denied Trust funding of repairs (see April minutes) via certified mail to the Unit Owner of 8 Douglass Green. Management received an acknowledgement of receipt of this letter from the Unit Owner's receipt.

**QUAIL RUN CONDOMINIUM  
MAINTENANCE REPORT**

**April 2013**

**Pool Stencil**

Our Stencil and new lines have been completed. The pool has been filled and filter is up and running.

**Pool Roof**

The roof and gutter project has been completed. This job was completed cleanly and professionally.

**Stop signs**

I replaced the stop two signs. My original quote from Signs by Tomorrow did not include the cost of poles. I would need to purchase the poles either way. So our final bill is slightly larger.

**Curbing Repair**

Vanaria has completed the sod and curbing repairs. They had some asphalt left over and asked " do I have a place that I would like to put it " so I had them fill the washout area's at the pool house and build the curbing at J.G. to stabilize the lower corner of the island AT NO COST. We are still waiting for the repair of V.B.W. Transformer posts that were broken during the blizzard.

**Light pole**

I dug the 35' ditch and installed the concrete base and conduit. It was important for me to build the base consistent with the other light posts on the property. Our Electrician told me they no longer make this Base. I found this base in Waltham and will have it installed.

## **K/T Landscaping**

I could not be happier with the out come of this project .....

### **Sprinklers**

All sprinklers are up and running. We did have a few bad valves and bad controller issues during the start up.

### **Mulch**

The Mulch has been spread. Now that we have cleared the Rear of MG, this hill seems to be a eye sore so I had Vanaria spread a little mulch in this area as a test to how it would look. I would like to take look at this area during our landscaping review.

### **Maintenance Request**

1 DG asked that we clean up the stream next to her unit. The banks of this stream are falling into the stream and the large pine trees seem to hinder grass from growing. I took a few photos and did a little surveying by pulling a level string line from her foundation. Come to find out her foundation is 3 feet above the water line. I would like to visit this on our landscaping walk through.

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

John Piazza, our insurance broker, attended and assured the Trustees that our insurance coverage was prudent, explained the late notice and 2013 increase and confirmed that we were in compliance with the insurance requirements set forth in our condominium documents. ***He will provide language to clarify inconsistent language re owner interior improvements and suggested we consider increasing our coverage for mandated building code changes in a rebuilding scenario.***

The Trustees approved the purchase of new tennis windscreens and clips from Boston Tennis at a cost of 1,777 but will defer ordering until the timing of the court resurfacing is finalized. We hope that the resurfacing contractor will provide a new net as part of the contract.

Two water heater requests have been received from 12 DG and 8 VBW. ***R.***

***Clarke will inspect and provide final approval*** if the prospect to adjacent units appears to be minimal.

Final cost of the two new stop signs plus a replacement speed bump sign was approximately \$220.00.

No action was taken on the 1DG request which had been presented and rejected several months ago. The owner should contact R. Clarke if she believe ground cover to stabilize the banking would be helpful

## **Landscaping:**

The Trustees reviewed the revised work list developed from the annual Landscaping Committee property inspection and approved an expenditure not to exceed \$1,000 for spring planting materials.

The Trustees approved a small composting bin at the rear of 9 SMB.

***R. Clarke will prepare a memo to J. Vanaria to be sent via TDG summarizing recent plowing and landscaping issues which should precipitate a face to face meeting .***

The first Binding tree work day will be scheduled for late May and will focus on removal of invasives and deadwood removal within 200 yards of our entrance.

**New Business:** The Trustees approved the replacement of garage door springs at 2 VBW at a cost not to exceed \$300.

The Trustees approved the replacement of the electrical distribution box at 16 KM and the purchase of seasonal pool chemicals, both subject to receiving a satisfactory written bid.

Written violation notices will be sent to the owners of 5 MG for an unauthorized common area power chord, 15KM for improper items stored in the common area and to 13 SMB for an untended flower bed and an unauthorized front entrance bench.

**Old Business:** S. Marx will contact the owners of 14 KM regarding inappropriate contact with a TDG employee.

The Trustees confirmed the purchase of 5 new pool lounge chairs at a cost not to exceed \$500.

Written violation notices for improper items in common area will be sent to the owners of 18KM and 1 KM for repeat violations.

The Trustees approved the replacement of the electrical distribution box at 16 KM and the purchase of seasonal pool chemicals subject to receiving a satisfactory written bid

**Executive Session:** The Trustees were briefed on recent employee turnover at TDG and were comfortable with the explanation.

**Next Trustees' Meeting:** June 5, 2013, 5:00pm at the garage office. The date of the July meeting will be changed to July 10 to accommodate the July 4 holiday period.

**Adjournment:** The meeting was adjourned at 7:05pm.