

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

Meeting called to order at 5:00pm.

Present at the meeting were R. Clarke, S. Zeller-Kent, D. Serieka, W Howe Trustees, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG"). H.Tillman, Communications Committee, also attended along with residents from 1 and 16 VBW.

October Minutes: Approved as revised.

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

Interim Approvals since the October Meeting:

The Trustees approved \$775 to remove the stump of the fallen willow near the mail box area, \$200 for in house replacement of the tennis court walkway, a radon system for 1 VBW.VBW and gave consent for roof penetration at 9 DG, the latter two items subject to specifications and documentation submitted.

Management Report for Quail Run Condominium Trust:

Report Date: November 4, 2013

ACCOUNTING

Engagement Letter – CPA Patricia Cobb (FOR REVIEW AND EXECUTION)

Management will bring the engagement letter for Board of Trustee approval and execution authorizing CPA Patricia Cobb's proposal for financial review services. Ms. Cobb's services have increased by 2% to \$2,450 from \$2,400. In addition, her proposal covers fiscal year end 2013 and 2014.

ANNUAL MEETING

2013 Annual Meeting (FOR INFORMATION AND APPROVAL)

Management received one nomination for the one open board of trustee seat. Attached for review is the proxy that will be mailed with the meeting notice and agenda by November 8, 2013. The annual meeting is scheduled for November 22, 2013.

BIDS AND PROPOSAL

2014 Insurance Renewal (FOR INFORMATION)

Although still early, Management has reached out to Insurance agent John Piazza of Hub International regarding the upcoming January 23, 2014 renewal date for Quail Run's master insurance policy.

DELINQUENCIES

As of September 30, 2013 there were two unit owners with a late charge and a violation charge. To date the late fee has not been satisfied and a partial has been applied to the violations. There are no other no other delinquencies to report.

MONTHLY FINANCIALS

The financials for September 30, 2013 are attached for your review. Year to date, Quail Run is operating at a surplus of \$32,796 with a positive variance of \$27,928.

OTHER

Active Leases (FOR INFORMATION)

Attached is a current list of active leases at Quail Run Condominium. Currently, there are five units that are rented. Two of the five leases are in full compliance. One unit has a "tenant at will" lease and no documentation on file related to a consent to the condominium documents and rules and regulations. Consent Addendums have been sent to the remaining two units for signatures by the lessor or lessee. Management followed up with both lessors and has given each until December 1, 2013 to be in compliance in order to avoid a daily fine of \$15.00 dollars.

Insurance Amendment (FOR INFORMATION AND DISCUSSION)

Management received an opinion from John Piazza of Hub International regarding unit improvements and betterments and would like to discuss it at this meeting.

Verizon Phone Charges (FOR INFORMATION ONLY)

Verizon bills Quail Run for seven phone lines. One line is the office fax/internet and the remaining six are the Vine Brook Way fire alarm system. In February of 2012 Management analyzed the Verizon costs and was unsuccessful in negotiating lower costs. In speaking to Verizon back then there was no room for negotiating as the line charges were already discounted to \$15.95 from a market charge of \$19.99. Management just updated the analysis and has identified a significant increase (40%) in Verizon charges. Please see the analysis below:

Monthly Monthly

Vendor Service 2012 2013

Verizon Fax and Internet \$114 \$125

Verizon Fire Alarm \$180 ** \$288

Sub Total \$294 \$413 40% Increase

Verizon Fred's Cell Phone \$ 45 \$ 45

Pacific Tel Pool Pay Phone \$ 90 \$ 55

Total \$429 \$513

Management awaits a response from Verizon on this issue. We have inquired about a rebate and reduction in costs. Management will report back to the Trustees. Please note that in addition to Verizon, there are monthly bills for the Maintenance Technician cell phone and pay phone located at the pool house.

In 2012 Management negotiated with Pacific Tele-Management Service to reduce the monthly rate from \$90.00 to \$55.00. A seasonal rate is not offered and PT is the only company that still services pay phones.

Maintenance Report – September 2013

Derek Binding

We had two visits this month 1st and the 16th. We focused on the vines at the mail box and the large willow that fell.

K/T landscaping

We called on Vanaria to give us a quote to remove the stump at the mail box. The cost was \$350.00 more than KT Landscaping. KT was awarded the job and it has been completed.

Pull Stations

All the fire hydrants and pull stations have been painted.

Sprinklers

Our sprinkler system has been shut down a little early this year. I estimate that water equal to a full pool.

Craftsman

Craftsman has submitted two invoices for 15 and 16 VBW also 2 and 3 MG repairs .

Carpet Cleaning

The office carpet has been professionally cleaned at a cost of 75.00.

Front Entrance

The soil at front the entrance has been amended and tilled.

Tennis Court

We received a quote to install a walkway at the tennis court at a cost of \$2,400.00. We have chosen to do this in house at a cost of \$200.00.

Pool phone

The phone Company " PTS" has informed me that this pay phone stays on year round at a lower rate all year. We no longer have to have it turned on and off.

Spring Projects

We have a quote from Vanaria to expand our sprinkler system for next spring at a cost of \$1,450.37. We installed a 4 " PVC pipe under the new walk way anticipating this expansion. Also would like to make note that last year we had our main back flow valve replaced in KM.

It seems the plumber didn't replace the shut offs before or after this valve . These shut offs are in real bad shape. I believe that to do this we would need to shut down all the water at KM.

Management and Maintenance Report Updates:

TDG believes the expected 2013 year end surplus to be approximately \$23,000 due to anticipated snow and other year end charges.

The next CD maturity will be rolled over at Winchester Coop unless a significantly better rate is available at Eagle Bank.

The Trustees approved the Amendments to be presented at the Annual Meeting as well the Annual Meeting hard copy mailing as set forth in Management Report attachments and the \$2,450 accounting expense for the 2013 audit.

Two leases remain in violation of existing requirements. The owner of 18 KM has been given a 12/1/13 deadline to resolve discrepancies and the leasing issues at 15 KM were referred to Executive Session due to the prospect of imminent litigation.

The tennis court will be closed after Thanksgiving with the final date dictated by expected temperatures.

The Trustees reminded TDG that we want our irrigation system turned on as early as possible to water in the spring crab grass treatment and shut down as late as possible in the fall. We had a very dry August-October which stressed our lawns and plantings.

Landscaping:

TDG was asked to use best efforts to coordinate the Vanaria fall clean-up with the fall gutter cleaning as well as to find a solution to the accumulating leaves in the interim.

It was necessary to schedule an additional Binding visit to remove the fallen willow near the mail box area with KT Landscaping removing the stump. We will plant a new tree in the spring, hopefully a willow if available.

The front entrance area was treated with gypsum (calcium) and magnesium to restore soil balance, found deficient in a recent soil analysis.

New Business:

The Trustees discussed the insurance coverage available for significant interior homeowner improvements. Such improvements may only be covered by the resident's own homeowner policy or through recovery from other residents responsible for any losses. Full coverage would require onerous reporting requirements as improvements are made and place an added cost burden on all residents, including those not making significant improvements. While it is not clear what constitutes a significant improvement, our experience to date indicates that the carriers of our Master Policy have been reasonably generous in making this determination in prior cases. ***R. Clarke will prepare a Resolution confirming owner responsibility for improvements with publicity by broadcast e-mail, Handbook and Quail Runner publicity.***

R. Clarke will work with the owner of 16 KM regarding the approval of replacement of sliding doors and windows.

The Trustees approved the expenditure of \$2,400 for the upgrading of pool bathroom fixtures and décor.

Old business:

The Trustees approved the final version of condominium document amendments to be signed by residents at the Annual Meeting with subsequent follow up for additional resident signatures. The Trustees will affix their signatures for notarization once the 67% approval threshold has been achieved.

The Trustees approved the installation of a radon system at 16 VBW consistent with final specifications delivered during the meeting.

Executive Session:

The Trustees approved an amount of \$275 for holiday gratuities for TDG personnel as well as issues related to possible litigation with the owner of 15 KM.

Next Trustees' Meeting: December 4, 2013, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:30pm.