

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
October 2, 2013, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

September Minutes: Approved.

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

Interim Approvals since the September Meeting:

The Trustees approved a settlement of the tenancy issue at 15 KM and, before it was communicated to the owner's attorney, the offer was withdrawn due to additional inappropriate behavior by the tenant. New Harvey sliders at 8 MG were approved as a non-conforming alteration. The Trustees also approved \$55 for additional uniform items for F. Stoddard.

Management Report for Quail Run Condominium Trust:

Report Date: September 30, 2013

Report Title: August Management Report

ANNUAL MEETING

2013 Annual Meeting (FOR INFORMATION AND APPROVAL)

Management will be mailing the annual meeting announcement along with the nomination form to all Unit Owners by October 6, 2013. Nominations for the one open trustee seat will be due by October 23, 2013.

Attached is the annual meeting package letter, notice and sample proxy for board of trustee review and approval. A second mailing of these three documents to all Unit Owners will take place following the nomination deadline of October 23, 2013.

Management has processed a check request for the \$300 donation to the First Congregational Church for their facilities use on November 22, 2013.

BID AND PROPOSAL

Timber Wall Replacement at 5 Michaels Green – KT Landscaping (FOR INFORMATION)

At the September 11, 2013 Board of Trustees meeting, the proposal from KT Landscaping to repair the deteriorated timber wall at 5 Michaels Green was approved contingent upon the Unit Owner funding the needed patio repair. Management has reached out to this Unit Owner on two occasions and has yet to receive a decision. In addition, the Unit Owner has not contacted KT Landscaping who is willing to provide a repair cost. Management recommends to will follow up again with a deadline to respond back.

From the September 11, 2013 Management Report

KT Landscaping submitted a proposal to replace the deteriorated timber wall at 5 Michaels. The wall is approximately 20 feet in length and 2 feet high. The cost replacement cost is \$2,610.

Tennis Court Rehabilitation (FOR INFORMATION AND DISCUSSION)

The warranty for the premier tennis court project was received and a copy has been uploaded to SenEarthCo. Management will bring the original warranty to this meeting to file in the office.

DELINQUENCIES

As of August 31, 2013 there were two unit owners with a late charge and both have been paid. There are no other no other delinquencies to report.

MONTHLY FINANCIALS

The financials for August 31, 2013 are attached for your review. Year to date, Quail Run is operating at a surplus of \$32,464 with a positive variance of \$22,892.

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. However, Management is missing a lease agreement for 15 Kendall's Mill and understands that the tenant occupying this unit will be vacating it. followed by ensuring that proper leases are on file. Management will provide an update at this meeting.

Quail Run Condominium Trust

Maintenance Report 10 /02 /2013

Pool Closed

This was done in house this year.

Vanaria

Sprinkler Crew is now working on a quote to expand the pool house sprinkler system for next spring.

14 M.G.

This light post was rebuilt in house saving us about \$300.00.

16 and 15 VBW

The well water has stained the siding at the rear of these two units, this is past the possibility of cleaning. We now have a verbal quote from Craftsmen to replace this siding for a cost of \$650.00 the lineal is also stained. Painting them is my only option at this time.

GES pest control

They came out and did their second treatment for ant control.

8 M.G.

The sliders have been installed.

Craftsmen

#2 and #3 M.G. Front arches have been repaired plus other painting per their bid.

Pressure Washing

Front entrances of Vine Brook Way and 1 through 13 Kendalls Mill were power washed this month.

Main street lights

There were 5 street lights that were repaired in August.

Work Orders - SenEarthCo

There are currently two outstanding work orders.

15 Saw Mill Brook Way

The electrical transformer in front of this unit has been leaking oil since July. I've called NSTAR twice and they now say they will replace it. This will mean a loss of power. I'm not clear on when this will happen or how long it will take.

Management and Maintenance Report Updates:

The first Annual Meeting mailing will be sent electronically and will also direct residents to the Quail Run web site where the 2014 budget may be seen. The second mailing will be done by regular hard copy mail and residents will have the opportunity to preview our PowerPoint presentation in advance of the meeting on the Quail Run web site.

The 15 MG lease has been sent to TDG but it does not conform to requirements set forth in our documents. Daily fines of \$15 have been accruing since early September and the owner is also being assessed for our legal fees. ***The Trustees asked for a speedy completion to the summary of current leases.***

The SMB transformer repairs are being overseen by residents Fleming and Murray, both well qualified in this area.

S. Marx will review recent phone bills to determine where a significant overage vs. budget is occurring.

The owner of 5 MG will be given a deadline of October 31 to remediate his patio in conjunction with berm repairs as set forth above.

The owner of 12 SMB will be notified that storage of firewood in garages is not permitted with deadlines for remediation.

The Trustees approved an expenditure of \$650 for VBW siding, \$500 for pool rest room fixture upgrades and the seasonal shut down of pool lighting not triggered by motion detectors.

Landscaping:

The final tree work day was performed on September 30 which included final cleanup of forest debris at the front entrance and numerous other pruning needs.

The Trustees approved the purchase of three flowering trees at a cost not to exceed \$100.

New Business:

The Trustees approved a series of amendments to our condominium documents which simplify the process of filling open trustee positions, restrict rental units to one per cluster, raise daily fine limits in extenuating circumstances, define the authority of Trustees to reject new leases and assess legal fees for tenancy violations. ***Final approval will be sought at the upcoming Annual Meeting.***

The owner of 11 SMB attended a portion of the meeting to complain about a recent notice of daily fines for improper disposal of four mattresses. The Trustees confirmed the propriety of the notice but will not levy fines if the mattresses are disposed of forthwith. The Trustees approved an amendment to the Handbook specifying that

proper disposal arrangements must be made in advance with notice to TDG and must only be left out the day of the scheduled pick up.

The Trustees rejected a 10 year exclusive marketing program by Comcast as our condo documents prohibit multi-year contracts and confirmed that no changes are needed in our insurance provisions.

The Trustees approved expanding public access to our web site to include the formal condominium documents which are already available elsewhere to the public.

Next Trustees' Meeting: November 6, 2013, 5:00pm at the garage office.

Adjournment: The meeting was adjourned at 6:04pm