

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
September 11, 2013, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

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

August Minutes: Approved.

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

Interim Approvals since the August Meeting:

- \$1,300 Landscaping, increase from \$1,000 to cover extra loam
- \$20 Soil testing
- \$1,200 tennis court extras; roots, PVC and sign up board
- Revised tennis rules
- 9 DG heating system
- 4 MG fireplace conversion
- Imposition of daily fines 15 KM
- \$73 condolence item
- Pool usage requests-1 DG, 14DG, 16 DG

Trustee Resignation:

Trustee David Roberts tendered his resignation recently as he could not attend scheduled meetings between now and the end of his term in November. The remaining Trustees asked that it be withdrawn so as not to trigger replacement proceedings so close to the end of his term. Trustee Roberts has agreed to remain as a Trustee with the understanding that he will not attend the October and November meetings but remain on call in the event of a deadlocked vote or for other quorum needs.

Management Report For Quail Run Condominium Trust:

Report Date: September 9, 2013

Report Title: August Management Report

ACCOUNTING

2014 Operating Budget (FOR INFORMATION AND APPROVAL)

Attached is a copy of the final draft of 2014 operating budget for Quail Run. Management is seeking formal approval of the 2014 budget.

ANNUAL MEETING

2013 Annual Meeting (FOR INFORMATION AND APPROVAL)

Attached is the 2013 annual meeting announcement along with a candidate biography form. The annual meeting announcement requests nominees for the one trustee seat that will be open. Management seeks approval for the 2013 annual meeting date along with dates to send

the notice and deadline for nominations.

BID AND PROPOSAL

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

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 tennis court project was completed in August by Court Builders of America at a cost of \$34,600 for the “premier” surface. The consensus is that Jim Arnold and his team provided great product, service and were professional throughout the entire project. Management has received a few pleasing comments on the new tennis court surface.

DELINQUENCIES

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

MONTHLY FINANCIALS

The financials for July 31, 2013 are attached for your review. Year to date, Quail Run is operating at a surplus of 25,527 with a positive variance of \$16,351.

OTHER

Open Leases (FOR INFORMATION)

Management is verifying the status of known units that may be under lease agreement followed by ensuring that proper leases are on file. Management will provide an update at this meeting.

Maintenance report:

Quail Run Condominium Trust

Maintenance Report – As of August, 2013

Vine Brook Way

We have sprayed the small spruce trees for spider mites three times in the past month.

Stump Grinding

Most if not all our stumps have been ground down.

Vanaria

I and two of Vanaria's men have spread and seeded 12 yards of loam throughout the property. It has been a challenge keeping those areas wet.

Bush Trimming

Jeannie from Vanaria and workmen made a big difference in the two days spent on property. She was very informative in educating me on proper pruning procedures and techniques.

Kendall's Mill

The valve box to the Kendall Mills cluster sprinkler system has been replaced. This took a crew of three from Vanaria six hours to complete. This was more work than anticipated but no extra charges were assessed.

Tennis Court

The PVC piping has been installed, set and secured at 1 ½ inches above the court.

Three new signs and new signs were also installed.

Trees

Two trees were picked up ready for planting.

2 Michaels Green

This driveway has been repaired and the homeowner extended a special thank you.

Brush Cutter

The brush cutter has been repaired and picked up.

5 Michaels Green

We have a quote from K/T landscaping for this project. He is also willing to work with the homeowner as their patio is also in need of repair.

Fred Allen Stoddard

Management and Maintenance Report Updates:

The 2014 budget was approved with no operating increase and an increase of 2% fully allocated to the reserve fund, similar to prior year funding. ***The Trustees approved the rollover of a maturing \$40,000 CD at the best rate available with maturity of 3 years or less.*** The amount will be supplemented by adding approximately \$28,000 from our reserve money market fund which, added to accrued interest, will purchase a new \$70,000 CD. This will keep our reserve fund balances below the \$250,000 FDIC insurance limit at Patriot Bank.

The annual meeting date was set at Friday November 22 at 6:30pm with an expected location at the First Congregational Church, Woburn. The Trustees approved a payment of \$300 for the use of the church meeting room and \$75 for refreshments. ***W. Howe will coordinate meeting preparations.***

The KT landscaping bid was approved subject to the resident performing coincident patio repairs.

The total tennis court cost is \$35,800 with the extras reported in the Interim Approvals section.

The annual meeting hard copy mailing package was approved to include the 2014 budget. Residents will also receive an advance copy of the annual meeting Power Point presentation by e-mail.

F. Stoddard will give the pool rest rooms a thorough cleaning, install shower curtains and ensure that supplies will be well stocked and available next season.

Landscaping:

We remain well within budget ***and will schedule one final tree work day in September focusing on finishing the front entrance cleanup, removal of several dead trees and raising the canopy at KM, MG and DG.***

New Business:

The Trustees approved an increase to F. Stoddard's debit card arrangement for materials purchases to \$1500, up from the present \$1,000 limit. ***F. Stoddard was directed to settle accounts at the \$1,000 mark to preserve cash availability.***

The Trustees authorized the presentation of a memorial bench proposal at the Annual Meeting by Susan Zeller-Kent and notification to the owner of 13 MG to desist from planting squash in the front flower beds.

Old Business:

The Trustees approved the replacement of 5 street lights at a cost not to exceed \$375 and the installation of non-conforming Harvey sliders at 4 MG. The Harvey sliders were deemed to be reasonably similar to the mandated Anderson sliders and could not be returned without significant monetary penalties.

R. Clarke will draft a broadcast e-mail setting forth the protocol for additional leases as we near the 9 rental unit limit.

Next Trustees' Meeting: October 2, 2013, 5:00pm at the garage office.

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