

QUAIL RUN CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING  
April 2, 2014, 5:00PM VBW GARAGE  
Quailruncondo.org

Meeting called to order at 5:00pm.

The meeting was attended by W. Howe, S. Zeller-Kent, W. Lavelle and D. Serieka, Trustees, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG"). Trustee R. Clarke attended by phone.

**March Minutes:** Approved

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

**Interim Approvals since the March Meeting:**

The Trustees approved the expenditure of \$50 for staff seasonal clothing and \$1,650 for repair on front entrance street lighting.

**Management Report**

**Report Date: March 30, 2014**

**Report Title: Management Report**

**ACCOUNTING**

**2013 Financial Review (FOR INFORMATION AND APPROVAL)**

Management will bring the 2013 letter of representation for execution by the Trustees as confirmation of the yearend tax returns and financial review.

**ADMINISTRATIVE**

**2014 Deck / Railing Systems Rebate Program (FOR INFORMATION)**

Management issued checks to four Unit Owners for their final rebate payment related to the installation of either new decking or railing systems. There are four payments due in 2015.

**BIDS AND PROPOSAL**

**2014 Paving Project (FOR INFORMATION AND DISCUSSION)**

Management met with two engineers (Peter Ogren and Gerry Gendrone of Hayes and Miller Engineering firms respectively) to review and inspect Johnson's Grant for the 2014 paving project. Given, some drainage issues at Johnson's Grant, both engineers recommend connecting the downspouts that drain onto the paved areas and walkway to one of the many available catch basins in the area. Mr. Ogren mentioned a cloth over lay on existing asphalt followed by applying a new layer of asphalt as a potential option. Conversely, Mr. Gendrone recommends borings (drilling holes for substrate materials) to determine a best option for repaving. Both engineers are open to providing job specifications, bidding processes and general project oversight. Detailed proposals are forthcoming from both Mr. Ogren and Mr. Gendrone.

**DELINQUENCIES**

There were two units with delinquent balances as of February 28, 2014. One unit was a late fee and the other was a combination of a condo and late fee. As of this date, both balances are

outstanding and one is subject to an additional \$50.00 fee. Management has reached out to this Unit Owner in hopes of a resolution.

## **EXTERIOR BUILDING MAINTENANCE**

### **General Environmental Services (GES) Exterminator (FOR INFORMATION)**

With the weather improving and snow almost gone, Management will meet with GES this month to complete the inspection of 10 through 16 Kendall's Mill to determine if treatment for termites is necessary.

## **MONTHLY FINANCIALS**

The financials for February 28, 2014 are attached for review. Year to date, Quail Run is operating at a surplus of \$12,723 with a positive \$2,949 positive variance to budget.

## **OTHER**

### **Active Leases (FOR INFORMATION)**

Attached is the lease worksheet for Quail Run. At this time, there are no changes to report related to the open leases at Quail Run.

### **Holiday Decorations (FOR INFORMATION AND DISCUSSION)**

Management sent a broadcast message to those fourteen units who were still displaying holiday decorations. Management is pleased to report that all have complied by removing the decorations.

### **Maintenance Requests / Work Orders (FOR INFORMATION)**

Currently, there are twelve outstanding maintenance requests aka work orders for Quail Run. Management is actively working with Fred Stoddard to resolve all work orders. Attached is a report of all open work orders for Quail Run.

## **Maintenance Report**

### **Street Lights**

We had a total of six streetlights out on the main roadway due to a short in the underground wiring. The issue was quickly resolved by Dave Fagan Electric and all lights are functioning.

### **Speaker Phone**

A speaker phone has been purchased for the office at a cost of \$74.36.

### **Bath Room Renovations**

We now have running hot and cold water at the pool house and painting is almost complete. I have yet to paint the doors or install the new locks due to the cold weather. The entry way ceilings will be painted shortly.

### **Garage Door Handles**

The garage door handles will cost approximately \$9.60 per set (exterior and interior) and there are 41 doors that may benefit from having these installed. Chisholm Door has given us a quote to have this done at \$95 per hour. It is estimated that it would take approximately 8 hours to install all 41 doors for a total labor cost of \$760.00. All inclusive, the cost would be approximately \$28.00 on a per unit basis.

### **Craftsmen**

A meeting is planned for this week with Craftsmen to discuss details of the spring and summer projects. i.e. painting at Kendall's Mill and Saw Mill Brook, painting all front entry doors, replace a section of the exterior floor sheathing beneath the deck at 3 Vine Brook Way and siding repairs at 1 Vine Brook Way.

### **SenEarthco**

There are currently twelve outstanding work orders seven of which are assigned to contractors

related and in house. Most are pending better weather and it is hoped to complete them by the end of April. For review, attached is a report of open work orders for Quail Run.

**Management and Maintenance Report Updates:**

***S. Marx and R. Clarke will work on the selection of a paving process/ engineer and try to present the Trustees with a specific proposal to facilitate sending out bid requests by the next monthly meeting.***

***The Trustees approved the transfer of the 2013 operating surplus in the amount of \$30,528 to the reserve account as of April, 2014.***

***F. Stoddard will return the new office phone system and replace with one with better speaker capability.***

***The Trustees confirmed that 1 VBW storm door and garage trim repairs are an owner responsibility and TDG will so inform the owner.***

***The target date for completion of pool bathroom repairs is 4/15/14.***

***The Trustees have asked S.Marx to facilitate the garage door entry port project but with full owner responsibility for the cost of these improvements.***

**Old business:**

***S.Zeller-Kent will finalize her proposal for speed bumps and appropriate signage for approval at the May meeting.***

**New Business:**

***F. Stoddard will work with Waste Management to resolve cleanliness issues with trash and recycling containers.***

**Executive Session:**

The Trustees discussed replacement of at least one Trustee whose term expires this year.

**Next Trustees' Meeting:** May 7, 2014

**Adjournment:** The meeting was adjourned at 6:20pm.