

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
February 5, 2014, 5:00PM VBW GARAGE

Quailruncondo.org

Meeting called to order at 5:00pm.

Due to a significant snow storm, the meeting was held by teleconference. Participants were R. Clarke, W. Howe, S. Zeller-Kent, D. Serieka, and W. Lavallo. Trustees, S. Marx and F. Stoddard representing The Dartmouth Group. ("TDG"). Trustee and H. Tillman, Communications Committee.

January Minutes: Approved as amended.

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

Interim Approvals since the January Meeting:

\$650 to replace water meter in the pool house. Actual cost at \$525.00

Garage door at 16 Kendall's Mill at owner's expense

Revisions to Handbook related to garage doors

Management Report For: Quail Run Condominium Trust

Report Date: February 3, 2014

ACCOUNTING

2013 Financial Review (FOR INFORMATION)

Management sent all financial reports and documentation to Quail Run's CPA Patricia Cobb to prepare the 2013 financial review and taxes. Management expects a timely response back from Ms. Cobb for trustee review.

BIDS AND PROPOSAL

2014 Insurance Renewal (FOR INFORMATION)

Management forwarded the necessary signed insurance documents to Hub International to bind coverage for Quail Run's new insurance policy that was effective on January 23, 2014.

DELINQUENCIES

There are no delinquent balances to report as of December 31, 2013.

EXTERIOR BUILDING MAINTENANCE

General Environmental Services (GES) Exterminator (FOR INFORMATION)

Management requested a service agreement from GES for carpenter ant treatments in 2014. This program began last year and calls for two treatments (spring and fall) for carpenter ants to all buildings throughout Quail Run. In addition, what appears to be termites that were discovered during renovations at 16 Kendall's Mill, Management requested a treatment proposal for building 10 – 16 Kendall's Mill. Management will have GES do a thorough inspection of this building in the spring to determine if treatment is necessary.

MONTHLY FINANCIALS

The preliminary financials for December 31, 2013 are attached for review. Year to date, Quail Run is operating at a surplus of \$38,224 with a positive variance of \$38,180. As in previous years that ended with a significant surplus, Management understands that the Trustees wish to

make another transfer to the reserve account. However, Management recommends to postpone any transfer until such time as final numbers are released for 2013. In addition,

Management recommends a transfer amount not to exceed the operating fund's year end balance which is \$29,848 at this time.

OTHER

Active Leases (FOR INFORMATION)

Attached is a revised lease worksheet. Please note that a new lease at 16 Douglass Green is pending trustee approval and the approved lease extension at 11 Kendall's Mill has been updated accordingly.

Governing Documents (FOR INFORMATION AND APPROVAL)

Management has removed existing governing documents within SenEarthCo to limit confusion and now only includes the Quail Run website link for unit owner access.

Maintenance Requests / Work Orders (FOR INFORMATION)

Currently, there are nine outstanding maintenance requests aka work orders for Quail Run. Management is actively working with Fred Stoddard to resolve all work orders.

Pool House Bathrooms Renovations (FOR INFORMATION)

Management has inspected and is pleased with the progress thus far related to the renovations to the pool house bathrooms. Good job to Fred Stoddard!

Maintenance Report

Quail Run

January 2014

Vine Brook Way

The fire sprinkler system was tested by Clarion with Aronson Alarm on site.

Saw Mill Brook Way

The transformer has been replaced. Because of a minor oil leak into the ground, Clean Harbors was on site to remove approximately one half yard of soil. The replacement of the transformers process brought to light a lack of access to the carports during a power outage.

Pool House Meter

The water meter in the pool house has been replaced by our plumbing contractor and the electric monitor was restarted by the city on Woburn's water department.

Pool Restrooms Project

Great progress is being made with the restroom renovations. The new vanities and mirrors are installed and a majority of the trim has been installed and painted. We are on schedule to complete this project late February / early March. I have taken this opportunity to drywall the ceiling in the water heater room which should hold more heat during the winter months. All ceiling supplies were on site with no cost added to the project.

LED Lighting Option

The road way lamp posts have had the "curly /florescent bulbs" for some time now and as they burn out, they have been replaced with the same bulb. We tend to go through two plus cases of bulbs a year. I really don't feel that these bulbs are meant for exterior use. The mercury alone is a hassle to get rid of. I would like discuss transitioning the bulbs to LED. Although more expensive, LED bulbs have a longer life span. The LED's cost \$9.00 each and at 47 lamp posts total cost over time would be \$423.00

Vent signage

We are still working on the totals of gas vent and dryer vents that may need signs.

Craftsmen

Projects at 1 and 3 Vine Brook Way are on hold.

Management and Maintenance Report Updates:

The Trustees ratified \$800 in emergency structural repairs at 16 KM approved by TDG late Friday, January 31 and understand that there may be mold issues requiring investigation.

The Trustees approved the purchase of LED bulbs as recommended with final sign off by Trustees Lavalle and Zeller-Kent, cost not to exceed \$500.

The Trustees will defer the transfer of excess operating cash until audit confirmation is final.

New Business:

The Trustees approved the lease application for 16 DG.

F. Stoddard and S.Zeller Kent will investigate the installation of garage door handles and additional roadway signage for further consideration at the March meeting.

Old business:

F. Stoddard will set a new combination code for pool and bathroom access and report the new number to W. Howe for Handbook inclusion. R. Clarke will review Handbook street parking recommendations and submit any changes for Trustee approval.

Executive Session

None.

Next Trustees' Meeting: March 5, 2014

Adjournment: The meeting was adjourned at 6:02pm.