

Quail Run Board of Trustees Meeting July 2, 2014

Meeting called to order @ 5pm-Attended by Trustees R. Clarke, W. Howe, S. Zeller-Kent, W. Lavelle and D. Serieka along with H. Tillman of Communications Committee. TDG employees present were D. Locke and F. Stoddard

June minutes were approved.

Interim Issues in June

*Project for painting front doors at QR completed by Craftsman Restoration after multiple visits according to TDG personnel.

*JG proposals for paving reviewed and selected for project were Hayes Engineering and Manter Construction.

*The financial town meeting scheduled for all residents on 6/14/14 was cancelled by Chairman of Trustees. Email to owners stated it would be rescheduled in the future.

*R. Clarke contacted a resident with City of Woburn contacts to assist us in obtaining some mosquito spraying due to the ongoing insect nuisance. No response yet.

Speaker Phone—Discussion on replacement of current phone that is fair at best. D. Locke offered to search TDG HQ for better option. R. Clarke also said he might have a replacement in his storage area. Subsequently R. Clarke found a suitable replacement thereby saving QR potentially a couple of hundred dollars.

F. Stoddard Vacation—His approved dates are 7/7 through 7/11. Coverage will be maintained by Ledges maintenance tech whose primary goal is to maintain pool upkeep. R. Clarke generously offered to water front entrance plantings during this period.

Parked Car—Vehicle parked with approval and payment at the garage circle has a broken window and leaking oil. Owner at 13 VBW has been contacted and agreed to check oil leak with mechanic and replace window asap—All repairs subsequently completed.

Pool Heater—It has been 6 weeks since the pool opened with no heat. D. Locke has contacted during that time several vendors who have not stepped up and repaired or replaced the heater. After a try to repair it we have hired Hydro-Tech Pool and Spa to replace the item and authorized \$4500 to replace the system. It appears that our current heater that was installed, only 5 years ago has failed in part because we were sold a rebuilt product. Subsequently the heater was installed for a cost of \$4300 (Bid was \$3800 for heater and \$500 for installation) and appears to be working fine. TDG will follow up with the manufacturer to insure the unit is new and was supported with back up documentation that will be filed in QR office.

11 KM—The owner was notified officially of need for patio repair. The deadline for repair and landscape fix has been established as 7/30/14—Follow up required

1 KM—The unit has a serious problem with moss growth which will be addressed this coming Fall—Follow up required.

Irrigation System Issues—VBW filter clogged with mud again according to F. Stoddard. He will have to ensure that the filter is cleaned out periodically in maintenance schedule. 3 VBW rear is the location of the well. R. Clarke mentioned that due to hot weather, sprinkler issues, and diminished rainfall we need to request that owners water their plantings in and around their condos. Requested TDG to send out broadcast e-mail to all owners for help in this area.

Paving Project JG—The project under the direction of Hayes Engineering and Manter Construction with R. Clarke as Trustee point person is scheduled to commence on Monday 7/14/14 depending on weather, with a potential completion time of mid to late August. There is an interim approval by trustees of \$99,998 for the paving project. Added to that project has been center lining of the main road along with construction of additional speed bump at the top of QR hill before the entrance to SMB. There has currently been a delay of a few days due to forecast of heavy rain. Residents may need to use visitor parking at SMB and the pool parking area. TDG will send out email to all residents of impending project

Fagan Electric—The broken street light on the main road near JG will be repaired asap at a cost not to exceed \$300 approved by the Board. That light has subsequently repaired.

Monthly Financials—Some key facts to mention are that our YTD surplus is currently \$11,549 that puts us ahead of budget by \$7,928. There was also a guesstimate that our current outstanding legal fees will approach \$10,000. R. Clarke corrected this figure at less than \$5,000.

Sprinkler Issues/Vanaria—We will need Vanaria to expand and improve our sprinkler system. We need to add sprinkler heads with the cooperation of our contractor and F. Stoddard.

We plan on having a meeting with the president J. Vanaria to insure his dedicated efforts about this issue, as well as the coming year negotiation of contracts on plowing and landscaping. We also have issues with Vanaria about overdue work orders that must be addressed especially on curb replacement. We also need a tour of QR by R. Clarke, D. Locke, and Vanaria rep to survey plantings that need attention. Those meetings with the Trustees and Vanaria have recently taken place.

6 SMB and 6 DG—Both locations have erosion problems that must be addressed. It appears we will need to build a small berm in both cases to alleviate the issues. This is a project for F. Stoddard.

1 DG—They have a serious gutter build up of pine needles which must be removed right away. F. Stoddard will be able to complete this task. He may need help holding ladder.

Trustees have volunteered assistance when needed. Gutter cleaning in some spots may need more than the once a year cleaning we do before winter season.

1KM and 12 SMB—Both units need to have concrete patching completed by F. Stoddard to correct problem areas.

4MG—They have a walkway that needs either repair or replacement. F. Stoddard will immediately contact D'Arrigo Construction of Woburn for a potential cost to complete said work.

Overdue Work Orders—S. Zeller-Kent brought up fact that not only did we have too many work orders open, but that several are 3-4 months old. They must be addressed by TDG right away.

Speed Bump/Signs Presentation—S. Zeller-Kent gave an excellent visual and verbal presentation for study she did on speed bumps and signs. The Board approved the presentation and recommendations. Manter and S. Zeller-Kent will complete the ensuing work in the next month.

Landscaping Issues—Tree and bush pruning is being done by Vanaria after active prompting by the Trustees led by R. Clarke and TDG. Flowering bushes should be done usually in June and the rest in August. W. Howe suggested we buy the Japanese maple tree from Fred of 12 SMB to plant elsewhere on property due to its poor fit along stairway of 12 SMB. R. Clarke, landscaping chair, will complete current projects to bring up to date before he leaves as Trustee. He has agreed to remain as Chair of landscaping.

Vanaria Picnic—R. Clarke volunteered to set up annual picnic we have at the pool for the Vanaria ground crew. Trustees are urged to attend if possible. Trustees authorized \$100 for food.

Annual Meeting—W. Howe, Chairman wanted to plan meeting early on 11/17/14 at Congregational Church Main St Woburn. \$300 was established for cost of rental. Sound system will be provided by TDG.

Executive Session—R. Clarke reported an apparent successful completion of the assignment through our attorney, of the 18 KM lease issue continuation. Per our Trust and Master Deed there can be only 1 rental per cluster. We had a discussion suggesting that R. Clarke and D. Locke meet with Vanaria to discuss other bids will be entertained, but we are hoping his costs remain the same. S. Zeller-Kent felt we should put the services out to bid in order to show we have surveyed other competitors. We agreed we would re-bid the Vanaria contracts for both landscaping and snow removal.

Meeting ended 7:20 pm Next Meeting-- 8/6/14