

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
June 4, 2014, 5:00PM VBW GARAGE
Quailruncondo.org

Meeting called to order at 5:00pm.

The meeting was attended by R. Clarke, W. Howe, S. Zeller-Kent, W. Lavelle and D. Serieka, Trustees, N. Mandino, D. Locke and F. Stoddard representing The Dartmouth Group. ("TDG") and H. Tillman, Communications Committee.

May Minutes: Approved. D. Serieka will prepare monthly minutes beginning with the July meeting.

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

Interim Approvals since the May Meeting:

The Trustees approved heating/cooling modifications at 2 SMB and 9 KM, window replacement at 13 KM and 3 JG, a replacement storm door at 5 VBW, the expenditure of \$250 for our departing property manager, \$300 for replacement of two street lights in the pool area, \$100 in additional payments to Craftsmen and \$350 for cleaning of the pool heater. It should be noted that our pool company was unable to schedule a return visit, with F. Stoddard performing the cleaning. Additional problems were found and TDG is attempting to get timely additional service from our pool vendor.

Management Report:

AMENITIES

Per Associated Pool Service, they are available to repair the pool heater within a couple of weeks. They will be letting me know once a scheduled date is available.

BIDS AND PROPOSAL

2014 Paving Project (FOR INFORMATION AND DISCUSSION)

Hayes Engineering was supposed to supply a bid package for our review that was sent out to the 6 contractors last Friday (05/30/14). I contacted Hayes Engineering and Diane Benoit wasn't available. If the package arrives TDG will be bringing it with us to the meeting.

DELINQUENCIES

There were two units with delinquent balances as of May 31st 2014 with only one \$25 delinquent return check fee remaining as of the meeting date.

MONTHLY FINANCIALS

The financials for April 30th, 2014 are attached for review. Year to date, Quail Run is operating at a surplus of \$15,030 with a positive \$4,314 variance to budget.

OTHER

Attached is an updated list of the "Rental Parking Spaces"

Maintenance Requests / Work Orders (FOR INFORMATION)

Attached is a report of all open work orders for Quail Run Condominium. Management hopes to have additional updates to the open work orders for this meeting and will continue to work with Fred Stoddard in resolving them.

Maintenance Report:

POOL Showers

New shower heads have been installed in both bathrooms

New computer

This will take some time to learn how to navigate

Pool Heater

The pool heater is still not operating

Irrigation project

This extension of the pool irrigation system is expected to be installed in the next two weeks. I have been asked to do an extension to this original quote. Adding approximately 4 new heads

Craftsmen Restoration

The painting crew has completed the Deck washing and painting, they have also completed 4 repairs 2 @ VBW, 1 @ 12 SMBW and 1 @ 1 JG the repair at JG was a piece of siding that was out of my reach. This was done at a cost of 100.00, the doors are now 75 % completed the plan is that they will return on 6-7-14 to complete any and all that can be done.

K/T Landscaping

Jay has promised a quote for the staircase/walkway at 4 MG. I hope to have this in hand for this meeting

Roadway light repairs

Two lights were repaired at the pool house area

Senearthco

We now have 24 outstanding work orders. Fully expect to focus and complete most if not all these items this month now that all the large projects have been completed.

Management and Maintenance Report Updates:

The Trustees raised concerns relating to the change in property managers and received assurances that the large number of pending work orders and other related matters would be addressed expeditiously. A number of pending projects such as the 4 MG steps and 5 MG timbers have been deferred until later in the year as a matter of prioritization.

Bid packages for repaving JG did go out to 6 bidders with a site inspection date of June 11 and final return date of June 15. R. Clarke expressed concern that the cost may exceed Noblin estimates considerably due to localized drainage issues and the amount

of hand labor needed for redoing walkways. These concerns will be discussed at the upcoming Financial Town Meeting.

TDG has been asked to summarize briefly the auditor's adjustments to the yearend management financials which appear to be within normal tolerances.

The Trustees also asked that TDG complete its verification of authorized overnight resident parking.

While we have exceeded our 2014 painting budget due to acceleration of the SMB and KM work, we are well ahead of budget for tree work which should balance out.

Landscaping:

Our spring To Do List has been substantially completed including an initial Binding tree day and spring spraying. Bush trimming will occur in two phases, June trimming of flowering shrubs and evergreens in August. Provided that there are no summer surprises, we are contemplating additional reseeding and tree/bush replanting in the fall. R. Clarke will initiate negotiations with Vanaria for 2015-2018 services. Future mulching must be properly supervised and more restricted.

Old business:

The Trustees learned that the tenant at 18 KM has found other housing and will not be requesting further lease extensions past 9/14/14. The owner will be informed that leasing to a new tenant is prohibited by current condominium document amendments.

The Trustees approved increasing the pool house irrigation project to \$1,600 to accommodate the installation of additional heads and \$875 for first year tennis court maintenance..

New Business:

The Trustees agreed to conform F. Stoddard's work hours to TDG standards of 8:30am-5pm.

Executive Session:

The Trustees appointed Walt Howe as the new Chair with S. Zeller-Kent as Alternate Chair. TDG personnel matters were also discussed.

Next Trustees' Meeting: July 2, 2014

Adjournment: The meeting was adjourned at 7:15 pm.