

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
March 5, 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.

February Minutes: Approved as amended.

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

Interim Approvals since the February Meeting:

The Trustees approved Handbook revisions regarding on street parking, the purchase of a new reserve fund CD in the amount of \$40,000, the settlement of the MCAD claim filed by a resident with the cost absorbed under our insurance except for the \$1,000 deductible and the TDG execution of our 2013 tax returns.

Management Report

Report Date: February 28, 2014

ACCOUNTING

2013 Financial Review (FOR INFORMATION AND APPROVAL)

Management sent the draft financial report prepared by Quail Run's CPA Patricia Cobb to the Trustees for review and approval. Management seeks formal approval to finalize the report at this meeting. According to the financial report, up to \$30,528 (2013 operating fund balance) can be transferred to capital reserves.

2013 Taxes (FOR INFORMATION)

At the approval of the Trustees TDG's comptroller Jim Stento will sign Quail Run's 2013 state and federal taxes returns and file them appropriately. A total tax is owed by Quail Run of \$449 of which \$57 and \$392 will be paid to the federal and state governments respectively.

ADMINISTRATIVE

Certificate of Election (FOR INFORMATION)

Management will bring a copy of the certificate of election recently recorded at the registry of deeds. This copy will to be filed for reference at the site office.

BIDS AND PROPOSAL

2014 Paving Project (FOR INFORMATION AND DISCUSSION)

Management recommends repaving all of Johnson Grant including walkways this coming spring and would like to discuss the specifications and RFP process at this meeting e.g. vendors to consider inviting to participate in the bidding process.

DELINQUENCIES

There were three units with delinquent balances as of January 31, 2014. Two units had late fees and the third was a combination of a condo and late fee. All three units have satisfied their past due balances as of this date.

EXTERIOR BUILDING MAINTENANCE

General Environmental Services (GES) Exterminator (FOR INFORMATION)

Management is expecting the 2014 service agreement from GES for carpenter ant treatments. Management is also awaiting improved weather in order for GES to complete the inspection of 10 through 16 Kendall's Mill to determine if treatment for termites is necessary.

MONTHLY FINANCIALS

The financials for January 31, 2014 are attached for review. For January Quail Run is operating at a surplus of \$6,127 with a positive variance of \$1,340.

OTHER

Active Leases (FOR INFORMATION)

Attached is a revised lease worksheet. The new lease at 16 Douglass Green that was approved at the February Board of Trustee meeting has been updated accordingly.

Holiday Decorations (FOR INFORMATION AND DISCUSSION)

There are 14 units throughout Quail Run still displaying holiday decorations most of which are Christmas wreaths. Per the Quail Run handbook, all holiday decorations should have been removed by January 10, 2014. Management would like to send a note to those unit owners requesting them to be removed as soon as possible but no later than March 14th to avoid a fine.

Maintenance Requests / Work Orders (FOR INFORMATION)

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

Quail Run Condominium

Maintenance Report

February 2014

Garage Handles

There are 41 carport doors that could use these handles. After consult with Chisholm, the color options for these handles are white or silver. The handles are doubled meaning that there is one on inside as well as outside. I hope to have a break down of costs at the time of our meeting.

LED options

Three lights have been converted to LED bulbs at a cost was just over \$10 each. My suspicion is confirmed i.e. the old bulbs are "not to be used where exposed to weather." Therefore all 47 should be replaced and this can be done one cluster at a time.

Pool House

The multiple snow storms and extreme cold weather has slowed the pool house bathroom renovation project a bit. However, a mid March completion is still on target.

SenearthCo

We now have eight pending maintenance requests aka work orders from Quail Run residents. Two are in house repairs, three will be resolved by Vanaria and the remaining three are pending contractors.

Pavement Project

Would it be in our best interest to start the bidding process for the JG repairs ?

Drainage

The last few years it has been noticed that multiple areas repeatedly don't drain well during winter months causing very unsafe entrance ways. Photos have been taken to assist with plans to consider for drainage improvements.

Douglass Green Trash Area

Last year, I made a comment regarding doing the repairs to the trash area "in house". Having

given this a second look and review, the repairs will require a contractor to replace the fence, pour a concrete pan for the dumpsters with a roof replacement.

Spring Projects

I am looking forward to opening the Pool and tennis court along with the expansion to the sprinkler system and some painting projects etc.

Fred A. Stoddard

Management and Maintenance Report Updates:

The Chairman reminded TDG representatives that there are standing instructions to ***transfer any operating cash in excess of \$20,000 to our operating money market account and that the 2013 operating surplus should be transferred to the reserve account prior to the JG repaving project.***

The responsibility of all Trustees and TDG representatives for resolving any hazardous conditions arising from persistent drainage/icing issues was also confirmed.

The Trustees approved finalization of the 2013 Audit and ***asked TDG to prepare cost estimates for the repaving of the entire JG complex including the hiring of an engineer to plan and supervise the work.***

TDG will also send a broadcast e-mail regarding remaining Christmas decorations to all residents.

S. Marx has assumed responsibility for the execution of the railing painting project at KM and SM and W. Lavelle for the garage door access ports/ handles.

F.Stoddard will contact Mass Save to see if help is available for conversion of our post lights to LED bulbs.

New Business:

The Trustees have confirmed that the financial town meeting, promised at the 2013 Annual Meeting, will be held at 2pm, June 14, location to be announced at a later date.

Old business:

The Trustees approved the annual Binding horticultural spray program at a cost of \$4,030 and a separate spring/fall carpenter ant program by GES at a cost of \$3,998.

Executive Session

Details of the recent MCAD settlement were discussed.

Next Trustees' Meeting: April 2, 2014

Adjournment: The meeting was adjourned at 6:22pm.