

QUAIL RUN CONDOMINIUM TRUST
BOARD OF TRUSTEES MEETING
May 7, 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, S. Marx, D.Locke and F. Stoddard representing The Dartmouth Group. ("TDG") and H.Tillman, Communications Committee.

April Minutes: Approved

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

Interim Approvals since the April Meeting:

The Trustees approved the expenditures of \$816 for pool heating repairs, \$950 for SMB siding repairs and the extension of the tenancy at 18KM until 9/14/14.

New Property Manager:

Derek Locke was introduced as our new Property Manager replacing Steve Marx who is assuming additional responsibilities at TDG. The Trustees thanked Steve for his outstanding work at Quail Run and wish him well in his new endeavors.

Management Report:

Report Date: May 5, 2014

Report Title: Management Report

ACCOUNTING

2013 Surplus Transfer (FOR INFORMATION)

At the approval of the Quail Run Board of Trustees, Management transferred the 2013 operating surplus in the amount of \$30,528 from operating to Quail Run Condominium's reserve account at Patriot Bank. This transfer was completed last month and will be reflected in the April 30, 2014 financial package.

ADMINISTRATIVE

2014 Water Heater Replacement (FOR INFORMATION)

There are four Unit Owners who are required to replace their hot water heater this year per Quail Run's policy to replace them once they reach ten years in age. Management sent out notices to the four Unit Owners who have until June 23, 2014 to comply. Management will keep the Board of Trustees updated on this matter.

BIDS AND PROPOSAL

2014 Paving Project (FOR INFORMATION AND DISCUSSION)

Peter Ogren of Hayes Engineering will be a guest at this meeting to review a proposal for an asphalt overlay with drainage improvements for the Johnsons Grant 2014 capital project.

From the April Management Report

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 three units with delinquent balances as of March 28, 2014. One unit was a late fee and the second was a combination of a condo and late fee. As of this date, both balances have been satisfied. The third Unit Owner's balance is a stop payment fee on a second check sent by mistake related to the balance due to satisfy a 6d request on a sale transaction. The Unit Owner paid via a bank check followed by mailing a personal check. Hence the stop payment and bank charge. Management sent an email to the Unit Owner requesting reimbursement.

EXTERIOR BUILDING MAINTENANCE

General Environmental Services (GES) Exterminator (FOR INFORMATION)

Management met with Bob Leon of GES to inspect 10 through 16 Kendall's Mill to determine if treatment for termites is necessary. Bob did not see any evidence of termites and does not recommend any treatment at this time.

MONTHLY FINANCIALS

The financials for March 31, 2014 are attached for review. Year to date, Quail Run is operating at a surplus of \$16,819 with a positive \$4,708 variance to budget.

OTHER

Active Leases (FOR INFORMATION)

Attached is an updated lease worksheet for Quail Run.

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 to have additional updates for this meeting and will continue to work with Fred Stoddard in resolving them.

Quail Run Condominium

Maintenance Report

March 2014

SenEarthCo

We now have 8 items

3 are contractor related and pending

2 archways need rebuilding

1 concrete patch and a walk way that needs repair, would like to look at this with a trustee.

1 spring time seepage into basement.

1 pressure washing.

3 other items were completed this month

Sprinkler system

The sprinkler system will be started up before this meeting date. We have the sprinkler system project behind the pool that was approved last fall and that should take place at the same time.

Pool House Ceiling

The walkway ceiling has been painted.

Pool

Pool cover has been removed and cleanup is underway. We anticipate the repair to the heater to be completed soon.

Office Computer

The office computer was nonfunctional on 4/3 and again on 4/15. Both TDG and Trustee Walter Howe worked on it and in both instances it was restored. However the computer is exceptionally slow and it has been suggested by TDG and Walter Howe that it may be time to replace it.

Vanaria

Spring Cleanup has begun with mulch on site this week. Sand barrels are late being picked up but we do have calls in to get this done as soon as possible.

Craftsmen

We confirmed they will be starting the carpentry on 1 VBW on 5/6/2014

Management and Maintenance Report Updates:

At the April meeting, the Trustees selected P Ogren to prepare specifications for the JG repaving project and to provide assistance in the bidding and project oversight process. Mr. Ogren presented his plan tonight which was endorsed by the Trustees subject to cost constraints. We expect to have final bid specs and, after interim Trustee approval, to send them to prospective bidders prior to the next Trustees meeting.

The pool will reopen on Memorial Day weekend unless we are a prolonged cold spell.

Landscaping:

The Committee surveyed the full complex today and found relatively few problems from the past harsh winter. A revised 2014 plan, within the authorized budget, will be circulated to the Trustees this week

Old business:

S.Zeller-Kent will e-mail her proposal for speed bumps and appropriate signage to the Trustees for approval at the June meeting.

The Trustees approved the purchase of pool bath house vents at a cost not to exceed \$250, tennis court accessories at \$400 and a new office computer using Windows 7 at a cost not to exceed \$1,000.

New Business:

The Trustees authorized the purchase of a new office computer for F. Stoddard at a cost not to exceed \$1,000 and to be coordinated by H. Tillman and W. Howe.

Violation notices will be sent to 1 KM for failure to dispose of a Christmas tree and to 12 SMB for unauthorized exterior alterations.

Executive Session:

The Trustees discussed the status of the recent MCAD mediation.

Next Trustees' Meeting: June 4, 2014

Adjournment: The meeting was adjourned at 7:20pm.

