

## **Quail Run Board of Trustees Meeting October 1, 2014**

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

September minutes were approved.

### **Interim Issues Approved in September**

- Insurancee settlement
- 11 KM patio replacement project
- 12 MG buyer/seller agreement and pet request
- 11,12,13, SMBW garage door installations
- 14 DG gas fire place conversion
- Noblin Associates reserve study revision-Site visit for review of paving and other required improvements to be scheduled.

### **Management Issues**

\*Request to keep mens room at pool open this winter to allow contractors on site to use facilities. It does have electric heat installed. W. Lavelle will review with S. Judd

\*Discussion on whether we should put preliminary numbers for budget in minutes was tabled.

\*Review of 2015 budget process will be delayed. TDG will complete budget next week. All numbers will be determined at meeting on 10/9 @ 2pm by Jim Stento and Board.

\*Noblin has been requested to prepare a revision of QR roadway improvement project costs. What is the condition of the area roadways from worst condition to best? What number of years do we reasonably have to complete? Was the number revised by Noblin in 2011?

\*S. Zeller-Kent concerned about budget for extermination/prevention for insect control. We have 21 separate buildings to cover not counting garages.

\*S. Judd will review sprinkler map with Vanaria before winter. The question was framed if there was a map and where it was kept? That will be ascertained by S. Judd.

\*There will be a management fee increase of 1.6% this coming year according to D. Locke of TDG.

\*The new pool heater will be winterized and checked through the winter by S. Judd to insure there will be no rodent damage that previously occurred.

\*A Noblin work visit will be scheduled shortly by TDG

\*The new tennis court will be closed on 11/1/14. According to S. Zeller-Kent use of the tennis courts have increased dramatically since our investment to update and improve this asset.

\*The garage doors were installed at SMBW for 3 residents at a cost of \$1300. No outside key-pads were installed. The Board felt the company was unclear in this matter and requested D. Locke to discuss with the owner of the company for a remedial solution for the owners.

\*Residents at 1 and 2 SMBW decided not to order garage doors per TDG.

### **Financials**

\*We only have payment delinquencies of \$452 from 3 different owners per D. Locke.

\*On snow removal comparison it was found that Vanaria is \$50,000 cheaper than other bidders. The cost this year for landscaping is \$76,700 and next year it will be \$86,000 (minus bush and tree pruning).

### **Old Business**

\*QR to do list given to all for review along with any additions and deletions by S. Zeller-Kent. Landscaping projects also to be reviewed.

\*Executive session item.

\*The Trustees requested D. Locke contact Manter Construction to trade off cost of poor job done on concrete pad at JG for 2 men working all day to repair fire hydrant at DG which had been knocked over by mystery truck.

\*Said fire hydrant should be tested and flushed by Woburn DPW. S. Judd will check on this possibility.

\*S. Zeller-Kent said the tennis court installer will repair damage to seams and check for dead spots on the surface. They also will train S. Judd how to properly power wash new court. They will service the tennis court every 4 years to insure long-term use. Nice job done by S. Zeller-Kent.

### **New Business**

\*1 JG window installation approved.

\*D. Serieka requested that the person who cleans the gutters in the Fall should also check for entry ways in gutters or face boards to avoid varmint entrance to our condos. Any access points should be reported to S. Judd

\*We currently have only 5 work orders open while 16 were closed this month. Nice job done by S. Judd !

\*7 DG wants to install pipe for underground conduit to provide better TV reception. This should not be a problem per evaluation by S. Judd.

\*Regarding 17 KM violation of garaging trucks—Violation notice sent by TDG because a truck is parked outside while a car is inside the garage in violation of condo rules.

### **Executive Session.**

Meeting ended at 7 PM

Next meeting scheduled----- 5pm November 5, 2014