

Quail Run Board of Trustees Meeting September 3, 2014

Meeting called to order @ 5pm-Attended by Trustees R. Clarke, W. Howe on conference call, S. Zeller-Kent, W. Lavelle and D. Serieka who arrived 1 hour later along with H. Tillman of Communications Committee also on conference call. TDG employees present were D. Locke and S. Judd. Unit owner Carol Ann Gregory was also in attendance as an observer.

August minutes were approved.

Financial Budget Discussion 2015

- Floor turned over to R. Clarke of Finance Committee to discuss budget projections
- Overspent this year on legal issues/advice
- S. Zeller-Kent indicated she wanted to continue affiliation with Reimer & Braunstein attorney Mark
- Discussion of review of all budget costs with TDG financial group
- Office supply costs budgeted at \$500
- Tax prep and review at \$2400
- Exterminating costs at \$7000
- Irrigation costs at JG after discussion with Manter Corp. probably about \$8500
- Landscaping cost same as this year at \$76,700
- Other Landscaping to include mulch (\$4000), new trees, bushes, flowers, and Binding Forestry Service for tree and bush spraying and cutting at \$24,000
- Snow removal costs at \$37,925 and extras at \$1000 (possible snow removal from property)
- Vehicle expense \$250
- Cleaning gutters maintenance cost at \$4000 in Fall
- Total Admin at \$44,518
- Total Operational at \$153,875
- Alarm cost at \$2000
- Railings painting VBW at \$900
- Clean storm drains every 3 years as needed at \$2900
- Pool expenses at \$2000
- Maintenance supplies at \$3000
- Total maintenance costs at \$93,200
- Utilities electric at \$11,000-All other costs same
- Insurance Property and Liability at \$41,000
- Federal and State Income Tax at \$2000
- General fund contingency at \$ 7,185

- Owner Income—R. Clarke said overview of paving projected \$500,000 cost over next 5 years if completed. His projection was a 5% increase in condo fees for next 5 years to cover paving costs.

Interim Issues Approved in August

- 1 Speed bump -\$1000
- Line painting on roadway- \$1560
- Storm clean up by Vanaria-\$750

Management Issues

*CD renewal Patriot Bank due—D. Serieka will investigate local banks for best return for 2 year CD

*Pool Closing -set date based on projected day time temps. Best date 9/8/14. TDG will send blast email to residents about date on 9/5

*S. Judd will look at pool bathrooms fans—Will install new ones if needed

*Discussion on adult swim time before next pool season due to number of children now using our pool.

*Annual Meeting scheduled Monday 11/17/14 @ 6:30pm Congregational church main Street Woburn MA. Doors open at 6pm.

*Unit owner @ 11KM notified about patio repair previously. Deadline was 9/1/14, but they did not meet deadline. According to S. Zeller-Kent the area has been cleaned up dramatically. TDG will follow up with final disposition or fines will commence.

*11,12,and13 SMBW will go ahead with installation of new garage doors. Angela of TDG notified 1and 2 SMBW if they wanted to be included—no response yet.

*14 SMBW not paid timely condo fee-First 2 months fine is \$15 and after that it's \$50 per month.

*Work Orders-We had 44 open orders last month that, thanks to Steve's diligent efforts have been diminished to just 3.

*12 MG purchase They are requesting approval of a dog, but haven't filled out request form. TDG will follow up.

*17KM-Their truck has left out of garage. Angela will remind them of QR rules reference truck parking.

*12 DG-Vehicle has been parked over night in visitor parking several days. TDG will contact regarding parking rules.

Financials

*Expenses-\$420 paid to MEEB should not be paid because the lawyer did not do any research in order to be paid according to R. Clarke. He feels that Regional Condo Association personnel are not well informed. D Locke will discuss fee with them.

*S. Zeller-Kent suggested to D. Locke that we would prefer he bullet point all expense issues on his reports in the future. She also suggested that year to date figures are most important to Board.

Old Business

*S. Zeller-Kent requested Trustees to look at To Do List and add any issues not listed and send to her. She will update the list on going.

*2014 Paving Project completed by Manter Construction. They also did VBW storm drain.. They did \$600 worth of unplanned storm drain work.

*R. Clarke suggested we hold back 10% of the fee until all of our punch list is completed.

*The Trustees congratulated R. Clarke on a job well done overseeing the paving project.

*It was agreed that Ogren and Manter should be strongly considered for future work.

*It was also agreed we should have paving project manager next time we do this. W. Lavelle volunteered to provide his efforts.

*R. Clarke also suggested that we have one Trustee work closely with TDG the potential major projects next year of paving and VBW front steps.

New Business

*S. Zeller Kent suggested we consider increasing Trustees to 7 with the goal of having one person per cluster for fair representation—Discussion in the future.

*R. Clarke mentioned replacement of electrical distribution boxes. Have now replaced 2 and may have to have a capital project to replace the rest at about \$4000 per box.

*S. Zeller –Kent reported a seam crack on new tennis court that must be repaired. Contractor has not responded, but S. Zeller-Kent will pursue until he does.

*R. Clarke had difficult time past month reaching Property Manager. It was explained that he had vacation as well as several surprises and one disaster at his other properties. He is currently spread to thin. The trustees would like TDG to insure he has time for **all** his properties.

*Landscaping and tree work w/Vanaria should be coordinated with the Property Manager.

Executive Session

*Discussion of recruitment of 2 new Trustees to replace Dick Clarke and Walt Howe who will both be sorely missed. Discussion of roles of trustees and staff going forwards. Discussion of budget strategies for the coming years.

Meeting ended at 8:15 PM

Next meeting scheduled 5 PM on October 1, 2014