

Quail Run Board of Trustees Meeting
August 5, 2015

Meeting called to order at 3:15 p.m.

Present:

Board Members: Suzy Zeller-Kent, Dave Roberts, Wayne Lavallo,

The Dartmouth Group Present:

Stephanie Capriulo

Nancy Mandino

Deb Jones

Steve Judd

Absent: Carol Ann Gregory (vacation), Dan Serika (out sick)

Agenda

A. July minutes approved by majority approval

B. Manager's Report

1. Roof Inspection

a. Due to unplanned costs, as a result of the 2014/2015 winter storm issues, the Board will revisit the potential of conducting roof inspections next year

2. Pool Opening / Closing

a. S. Capriulo researching pool vendors for pm contract

b. Ideal Pool appears the most competitive, additional follow-up by TDG required before final selection is made (Stephanie please have info ready for September meeting)

c. Current pool cover torn, new one to be ordered. TDG to obtain competitive pricing for custom cover and order to be placed prior to September meeting

3. Set up schedule for preparation of draft meeting minutes, draft To Do List, finalization of both prior to monthly Board meetings

4. Delinquencies

a. None at the present time

5. Landscaping

a. Pruning will be begin in mid-August conducted by Vanaria

b. Irrigation add-ons completed for this year

c. Irrigation rain sensors and timers have been adjusted and appear to be in proper working order

d. TDG to follow-up with Vanaria regarding mower blades being significantly raised when riding along embankments to avoid "scalping" ground cover (example behind SMBW)

6. Gas Meters / Leaks

a. Recent gas leaks detected in SMBW

i. Gas Company contacted and responded

ii. Some issues were leaks and others were coupling issues, all issues resolved

b. All gas meters are being replaced this year in QR

- i. Each unit owner is responsible for making arrangements directly with Gas Company to have individual meters replaced
 - ii. Broadcast message will be released by TDG reminding unit owners of requirement to contact Gas Company directly for meter upgrade
 - c. Once all meters have been replaced, S. Judd will research cost for painting all exterior gas lines attached to units.
7. Tree Damage
- a. Non-QR neighbor advised TDG that a tree on QR property fell on their fence and damaged their fence
 - b. S. Capriulo to contact HUB to obtain clarification as to whom is responsible and how the matter should be handled, update will follow
8. Snow removal roof raking
- a. S. Capriulo contacted MGS for estimate on snow removal roof raking proposal
 - b. Contract includes:
 - i. Competitive hourly rate locked in
 - ii. Minimum two people for 4 hours
 - iii. No frequency commitment
 - iv. S. Capriulo to follow up with their recommendation, if any, on number of inches accumulates before contacting them for service
 - v. S. Zeller-Kent will conduct final review of contract
 - vi. S. Capriulo will also discuss with vendor cleaning off gas meters after they clean off the roofs
 - vii. S. Judd will be responsible for ensuring that gas meters remain clear after every snow storm
9. Insurance update by TDG
- a. TDG confirmed that after significant negotiations, the insurance carrier has agreed to cover the cost of the snow removal roof raking in the amount of approximately \$36,510
 - b. TDG is still negotiating with the insurance company to cover common area damage inclusive of privacy fence damages and decking damage.
 - c. TDG reminded the Board that according to their contract, a fee is required to pay for their negotiating services with the insurance carrier. Approximately 5% service fee based upon the total amount of the insurance claim
10. Budget Review
- a. Completion of budget review moved to September meeting because of absence of two Board members
11. N. Mandino reviewed anticipated capital expenditures for 2016
- a. Potential projects
 - i. Replace 30 year old aging cluster light fixtures
 - 1. TDG identifying company to assist with design and selection of energy saving products, evaluation and proposal gratis
 - ii. Roof inspections
 - iii. Continuation of paving project

12. General Repairs and Maintenance

- a. Crank mechanism had to be replaced on tennis court net due to improper raising and lowering of the tennis court net.
- b. In the future, net will be permanently raised to avoid additional issues

13. General Issues

- a. 16 KM Unit owner reported shattered glass slider panel damage to Woburn Police as a result of a shattered glass pain in new Andersen slider
- b. Evidence of impact indicated hard object was thrust against glass panel c. Unit was not broken into, but second vandalism issue at this unit
 - i. First was destruction of globe covering outside light fixture on patio
- d. Broadcast notice will be drafted by S. Zeller-Kent, approved by Board and released by TDG informing unit owners of potential vandalism in the community and to be diligent about noticing strangers in the community

Meeting was adjourned at 5:15 p.m.