

**Quail Run Board of Trustees Meeting
December 9, 2015**

Meeting called to order at 8:37 a.m.

Board Members Present:
S. Zeller-Kent
W. Lavalle
D. Roberts
C. Gregory
D. Serieka

By Phone: Bill Janovitz

TDG Employees Present:
Stephanie Capriulo
Steve Judd

Agenda

Meeting Minutes: November Meeting Minutes approved

Maintenance Report:

- KM lamp post
 - Fagan Electric installed post in wrong location and agreed to move post at no extra charge
 - Pole to be delivered by end of December
 - Installation should be completed by year end

- Gutter cleaning
 - Board unanimously agreed job well done
 - Board approved moving forward with contract with Sunshine Professional Painting for 2016 Spring and Fall contract
 - Contractor agreed to negotiated price

- Derek Binding
 - Co-Chair, Carol Gregory conducted walk around with Derek Binding
 - Focused on:
 - Managing branches and removing diseased branches and trees
 - Keeping trees and limbs away from buildings
 - He encourages lifting the canopy on the trees to allow more air and sunlight to reach the grass encouraging growth in those areas shaded by the tree limbs
 - Derek also suggested the Committee, along with Steve Judd, address cutting branches in the back of 1, 2, and 3 DG. Those are branches that can be reached from the ground. Anticipates that the ground cover will return once sunlight can reach the grassy area.
 - Derek is recommending that his crew no longer go into the woods to drag out dead pieces of wood to chop up. Suggests having day laborers to do this type of work because less expensive than using his crew.

- Committee to revisit this suggestion in the Spring
 - Create a “Spring Clean Up Day” encouraging unit owners to pitch in and help bring out the dead wood for easier removal and chopping
- Board was reminded that anything in the conservation land cannot be “cleaned out” unless it is diseased or creating a hazard. Cannot clean out dead wood for aesthetic reasons.
- Work Orders
 - Going forward, open work orders will be listed with abbreviated information, not just WO numbers

Financials

- Board agreed financial summary does not need to be included in meeting minutes because summary is included with the financials
- Work continues on finalizing winter storm insurance claims
- Question for insurance company: is landscape damage included in winter storm insurance claims
- Board confirmed that checks over \$2,000 should have Trustee signatures
- Question for management: were insurance claims checks over \$2,000 sent to unit owners without Trustee signatures? If so: why, how much, and to which unit owners?
- D. Serieka researched local banks for more competitive interest rates on CD’s. After the final payment was made for the paving project, the reserve funds were reallocated into new CD’s with all cumulative deposits falling within the FDIC insurance limits.
- W. Lavalley working with Hayes Engineering and Manter Construction regarding scheduling their work for the Kendall’s Mill and Kendall’s Mill/Michael’s Green hill paving project. W. Lavalley and D. Serieka working together to ensure that the date of that paving project coincides with maturing CD’s to pay for the project.
- November financials will reflect the changes in CD’s and money market amounts that were reallocated.
- S. Capriulo will contact CPA to advise of B. Janovitz position and that she is free to speak with him and respond to any of his questions; will there be a charge for his inquiries

New Business

- Board agreed that all Noblin reports should be posted on QRC website. In addition to the current report, W. Lavalley will contact Noblin to see if there are any older reports they could forward to him for posting
- W. Lavalley and B. Janovitz to set up conference call with Noblin to discuss general questions regarding the content of an updated report and how long it will take to prepare the report.
 - Discussions underway to create criteria for Committee to work on Noblin report
- Board agreed to put all information and documentation applicable to unit owner review on the QR website.
- Board is developing civil discourse policy
- Board creating broadcast message for unit owners with updates since the Annual Meeting, and general reminders

Meeting Adjourned at 10:30 a.m.