

## Quail Run Board of Trustees Meeting February 4, 2015

Meeting called to order @ 5:00 pm-Attended by Trustees D Roberts by phone, S. Zeller-Kent, W. Lavalle, C.Gregory, and D.Serieka. TDG employees present were D. Locke and S. Judd.

January minutes were approved with a few corrections.

### **Management Issues**

\*We discussed the Landscaping Committee make up for the future. SZK felt a trustee should be Chairman to direct planned activities and provide direct communication to the Board. It was decided to have Co Chairs with DR and CG agreeing to volunteer. It was also decided at least initially, that the group would meet once a month. We need to contact current members and recruit new ones to share the work. SZK suggested a consultant for advice and needs assessment planning. It was agreed this specialist would provide only "free advice". DL suggested we develop a charter for the committee structure.

\*Discussion on USI Services for new water meter and transponder device installations to avoid potential problems. The Board wants have owners deal directly with the company. TDG will send a blast e-mail to all residents concerning this project. The City of Woburn has sent post cards and made robo phone calls to all residents to contact USI to set a convenient date for the work. SJ did a review of the community and found that 73 transponders were located. VBW has no outside transponders.

\*SZK suggested that we review web site of Home Wise to observe what a potential buyer sees regarding QR condo documents. DL said this web site is often used by potential home buyers.

\*Peter Ogren will attend our March meeting to discuss the upcoming paving project on roads to be addressed for this year. The meeting will begin at 4:30 pm. Based on the conditions of the main road we need to discuss a review of our QR entrance road up to the mail boxes.

\*The 3 KM leak caused by ice dams was roof raked by SJ that stopped the leak. The damage costs appear to be under the \$5,000 insurance deductible for QR.

\*DL discussed our current carrier New York Insurance and our broker Hub International. He recommended both as fair businesses to work with. He said that our master policy is to cover major issues only. We currently have increased amount on deductions to \$10,000. He then said all his other properties have a \$25,000 amount and he recommended that amount for QR. DS suggested DL should be stronger when recommending any new policy or business and to convince Board to vote accordingly.

\* Hub International survey noted cracked and raised pavement at 1 SMBW that should be repaired immediately. Due to confusion with report DL will request of them a more detailed location. This was the only defect they discovered.

### **Financials**

\*DL report was detailed and informative and reviewed on our computer generated screen.  
\*We had an Operational deficit of \$6680. There was a discussion on how the money was spent that caused this deficit. We agreed on an acceptable explanation.

### **New Issues**

\*There are only 4 open work orders per SJ. Once again he was complimented for keeping ahead of the work.  
\*We had an issue with KM resident who refused to place their car in the garage causing a problem with snow plowing activity. It also was unfair to neighbors in that cluster.  
\*The Vanaria crew has done a commendable job on the winter storms.  
\*DS will not be attending the March meeting as he will be on vacation in FL He will be unavailable from February 27 to March 16.  
\*DL will soon be taking a 2 week vacation. Coverage will be provided.  
\*DS offered to assist WL in the paving project when he can.  
\*Board discussion held on insurance payments. No decision reached on the contrast of outside versus inside condo problems. We need to decide who pays and when. After the insurance company says no payment, can the board use discretionary power to rule in behalf of the owners. Our lawyer said you could set a precedent if the Board decides to finance a refused insurance claim.  
\*Our attorney spoke with SZK to discuss pros and cons on setting precedent versus discretionary powers of the Board.  
\*We discussed briefly our rental unit scenario. Discussed written rule of 1 unit per cluster allowed and 1 year lease only which was voted on by a majority of condo owners. We need to set a specific protocol for any renewals in the same cluster to address potential conflicts.

### **Old Issues**

\*We have CD's that mature in Feb, March, and April 2015 that we need to renew or change to another bank depending on the earnings. Although Patriot Bank has the current best rate at 1.6% it probably is not a safe idea to have all our CD's in one bank. DS will try to find reasonable alternative with other banks. We will need all the Trustees to go to any new bank to show ID and sign bank document. We will also need from TDG a copy of Condo documents and listing of current Trustees formally reported to the state.  
\*Email will be sent to all owners by TDG to contact SJ to install garage door handles in the Spring. Discussion of a master key for all garage doors was discussed, but put on hold due to the potential cost.  
\*Decided we need to contact roofing company who will inspect our chimney caps to avoid unexpected failures.

**Meeting closed @ 7:45 pm**

**Next meeting @ 4:30 PM on March 4, 2015**