

Quail Run Board of Trustees Meeting January 7 , 2015

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

December minutes were approved with a few corrections.

Management Issues

*We discussed chimney/roof inspections to prevent future damage to individual units. Find out costs of work to the community to avoid potential problems. The Board wants to prevent leaks and avoid real and financial damages to homeowner and Association insurance policy. TDG will inquire of our insurance carrier what we can do to prevent problems with caps for chimney chase.

*It was agreed we would switch our CD note due from Winchester Coop Bank to Patriot Bank because the 3 year rate was better. DS and SZK would meet to complete transaction with their signatures.

*Trustees agreed we would switch meetings to day time hours of 3 to 5pm to save over-time payments to TDG personnel beginning in May 2015.

*The Board discussed USI Services, the company who will install new water meters for the City of Woburn. They will have to gain access to units by appointment. The project goal is to complete activation of all meters by May 2015. TDG will keep the Board updated on progress and or problems. It was agreed by the Board that each individual condo owner should deal with USI directly. DS believes there are meter- reading devices at the front door of all SMBW residences. SJ will check property for these devices and report back to the Board. Woburn citizens currently pay a flat rate for water bill.

*TDG filed a certificate of election on CG and DR with the Registry of Deeds that is required by law. The document was also sent to the 3 banks where we have CD's per request of SZK.

*Discussion of security camera at the pool by the Board was held with the result that the item would be tabled for now as there was disagreement of the value. The cameras cost from \$350 to \$750 per DL. We will discuss at May meeting just before pool is scheduled to open.

*The semi annual gutter cleaning was completed 12/15/14 by SPS No repairs were needed to prevent varmint entrance to the units from holes in our gutters.

*Currently as of 1/6/15 there are only 3 open work orders. Again congrats to SJ. open work orders per S. Judd.

Financials

*Delinquent accounts total only \$498 combined. There will be no problems collecting amounts per DL

* Year to date income is \$334,440 which is ahead of budget.

*Year to date expenses total \$315,184 that is less than budgeted by \$17,651.

*We have positive variances in exterminating, contract maintenance, landscaping, and irrigation and water. We had some overages in painting, general maintenance, and legal fees.

Capital expenses YTD totaled \$124,090 and our current reserve fund balance is \$632,135.

New Issues

*2 new lights were installed at the entrances to the garage that provide safer lighting.

New vinyl floor installed and office painted as well. Job well done by SJ !

*Suggestion of having message board at the garage office for Board activities and news items by SZK.

*No wreaths were put up during holiday season on QR signs per DS. SJ was not tasked by the Board to put up the decorations this year. It will be done next year.

*Street lamp bulbs were changed, bathrooms at the pool were cleaned and closed up for winter, Critter Be Gone was applied to the pool heater to protect the wiring.

*The cost to winterize the pool bathrooms would be about \$4600 for insulation, wiring, and base- board heaters. Additionally electric rates will be expensive to heat bathrooms for the winter. Trustees voted unanimously not to incur these costs. On site workers understand there are no bathroom facilities during the winter months.

*Mosquito Dunks and Bits is an effective chemical and works to kill insect larvae. TDG will check with Conservation Commission to see if the product is acceptable.

*It was requested of DL to meet with Joe Vanaria to discuss that Trustees have 2 meetings a year with him to discuss issues before landscaping and snow removal period. We also need an emergency number for Vanaria for Trustees to contact during a storm.

*It was agreed that all vacations by Trustees and TDG personnel should be shared with each other to avoid problem issues.

*It was agreed that we would provide coffee for monthly meetings either by purchasing a coffee maker or going to Dunkin Donuts prior to meeting and purchasing from petty cash by SJ.

Old Issues

*Trustees discussed the insurance claim against master insurance policy by 16 KM resident regarding the chimney flashing leak. The owner claim was rejected by the insurance company due to lack of maintenance. DL will follow up with insurance agent and company for detail on claims activity. He will also discuss raising from \$5000 to \$10,000 our deductible. Our insurance agent is well respected by TDG. Greater New York is our insurance Company and should be asked in detail why claim refused and their expectations of QR pro active actions.

*The early December Fall clean up conducted by Vanaria is confirmed to be part of our annual contract.

*Our catch basin cleaning was completed by week of 12/15/14 40 basins were cleaned for \$975. It was suggested by the contractor that we should do this task at least every 3 years. TDG will put this on regular scheduled maintenance program.

*Our monthly To Do List will be sent to all Trustees for review and action prior to monthly meeting.

*It was agreed by Trustees that SJ would install all garage door handles and the Association would pay for the hardware.

*The Trustees have discussed the fact that there are too many e-mails and it becomes confusing in responding. We all agreed to limit responses unless necessary.

*We discussed previously the need for a Finance Committee serving the Trustees separately. It was agreed unanimously that with TDG financial capabilities such a committee is redundant.

* Two Trustees will co-chair the landscape committee. TBD at next meeting

Executive Session

*The events and issues discussed are in TDG files.

Meeting closed at 7:15 pm

Next meeting at 5pm on February 4, 2015