

Quail Run Board of Trustees Meeting June 3, 2015

Meeting called to order @ 3:10 pm-Attended by Trustees S. Zeller-Kent, W. Lavalle, D. Roberts, C. Gregory and D. Serieka. TDG employees present were N. Mandino, F. Albanese, and S. Judd.

May minutes were approved with changes.

New Issues

*Introduction of new QR Property Manager Francesca Albanese to the Board by Nancy Mandino. Board wished her good luck and expressed willingness to cooperate with her in her efforts to serve the community.

*CG questioned when insurance company would complete winter damage review. TDG indicated they will find out when our adjuster will complete his survey and forwards to the insurance carrier. There have been 440,000 claims filed in the Metro area so this effort will take time to complete.

*CG and DR of Landscape Committee stated we had incurred a great deal of damage this winter, particularly to our trees. They will schedule visits prior to next meeting with Derek Bindings crew to ascertain the damage and start remediation efforts. Also mentioned we had damage to our flowering bushes and other plantings due to the severe winter weather.

*Landscape Charter written by DR and CG to establish the operational duties of the Committee. The goal is to have at least one rep from each cluster. We currently have SMBW, DG, and KM represented. We need persons from JG, MG, and VBW to step up. Maybe we could send email to residents of those clusters asking for volunteers ?

*DS purchased new CD at Winchester Savings Bank for 60K @ 1.6% for 3 years. We negotiated the 1.6 per cent up from 1.4. We withdrew that money from our money market account at Patriot Bank that currently totals \$273,083.79. We currently have CD's at Winchester Savings, Winchester Coop, Patriot, and Eagle Banks.

Management Issues

*An independent CPA reviews and evaluates accounting procedures and files QR's tax returns each year. She reviews the QR books managed by TDG. That review has now been completed and the draft 2014 year end review by the CPA was presented to the Board. The Board needs to review and discuss in order to accept the results/findings. The independent review also evaluates overall accounting practices of TDG.

*There was a discussion about the costs for an independent review of the roofing conditions after our severe winter weather. Roof Management Consultants will perform a thorough inspection of current and potential issues to the exterior of the roofs. The cost to inspect the exterior of all roofs will be \$18,800 and will be all-inclusive to include a report of their findings. Particular attention will be made to chimney caps and winter damage. With this inspection we will now have greater credibility with insurance companies if problems occur later. The vote to approve this approach was unanimous. After the inspection is completed we will bring in a professional roofer to correct any problem areas.

*SJ distributed new keys for the pool complex to all Trustees so they could have access in an emergency situation. Pool is up and running and seems well under control by SJ.

- *Board received email sent to TDG from resident at Douglass Green concerning gutter damages and amount of time taken to repair. SZK will respond to this unit owner.
- *The new light fixtures we discussed installing to upgrade property look, are not being carried by Home Depot per SJ. The manufacturer has discontinued those antique silver lights. SJ will check for a suitable replacement product.
- *The Vanaria contract is currently under review. TDG contacted Joe V for his input and necessary clarifications. We need to insure all parties are on the same page. TDG will report back with results.
- *Vanaria will install new irrigation system extension at the pool house area.
- *Resident at JG had stairs repaired
- *Resident at 5 MG will also have stairs repaired.
- *TDG has a scheduled meeting with Hub about the adjusters reviewing insurance claims at QR to insure that job is being done effectively and efficiently.
- *All email addresses at TDG are as follows: 1st name initial last name at TheDartmouth group.com
- *All formal communications from TDG or Trustees are sent directly to unit owners at QR. Renters notifications are the responsibility of the owner. All formal notices are posted at the mail- box area by SJ. These notices should be removed when not applicable.
- *No pool or bath room combos sent in general email. All residents should check the QR handbook.

Meeting ended 5pm

Next Meeting July 8, 2015

Respectfully submitted: Dan Serieka