

## Quail Run Board of Trustees Meeting March 18, 2015

Meeting called to order at 8:55 AM.

Present: Board Members: Suzy Zeller-Kent, Dave Roberts, Wayne Lavalley, Carol Ann Gregory and Dan Serika (previous commitment Board approved DS arriving late)

The Dartmouth Group Employees: Derek Locke and Steve Judd

### Agenda

1. Meeting with Peter Ogren, Haynes Engineering
  - Discussion Points
    - Paving and Drainage
      - P. Ogren will walk the site with DL, SJ and WL to identify the following:
      - Assess condition of front entrance to QR for inclusion in the upcoming paving project
      - Assess SMBW stretch of alligator cracking
      - Assess MG and KM clusters, including KM/MG Hill for upcoming paving project
      - Assess drainage for both clusters, including conversations with residents and SJ for specific drainage issues
      - Review rebuilding the cluster entrance storm drains for inclusion into upcoming paving project
      - Communication will initially begin with DL, once project underway, will communicate directly with WL, who will oversee the daily activity of the project
      - Recommend which cluster should be completed first
  - RFP's
    - Board requested bidding both clusters together, but requiring separate quotes for each cluster
    - Add entrance paving as separate item to RFP
    - P. Ogren estimates the savings for bundling could be about 10%
    - Asphalt prices have gone down and demand for service is high
    - Manta will be included in RFP; anticipating discount in pricing because they completed Johnson's Grant and will look to take on entire paving project in QR
    - The timing of the RFP will support a July paving project
    - P. Ogren will have proposal for scope of work for April Board meeting
    - P. Ogren has suggested he will make approximately 5-8 onsite visits; but will work through contractor and WL for routine updates
  - Material
    - Liquid Asphalt Escalator was down about 20% recently. Liquid asphalt is about 20% of the mix of the final paving product.
    - Fabric was used by the catch basins; P. Ogren and Manta felt there were locations where fabric was required and included in bid; will be included where necessary in upcoming project

- Estimated Timeline
  - Site review end of March beginning of April
  - RFP to be prepared for release April 1 with return by April 15
  - Select contractor in May
  - Schedule work to begin in July
- 2. February 4, 2015 Meeting minutes approved.
- 3. Financials
  - Board agreed roof raking snow removal should be included in budget with separate line item.
  - Board approved roof inspection to include chimney caps, shingle tabs, vents, gutters, down spouts and any other obvious abnormalities from wear and tear.
- 4. Approvals
  - \$500 donation to Friends of Mary Cummings Park (annual support)
  - Based on estimate of Spring spraying for ornamental Cherry trees Board approved up to \$4,000
- 5. Management Report
  - Reviewed and approved
- 6. Maintenance Report
  - 9.4 Appendix 4 - Trustee inspection completed for 16 DG; additional inspection will be completed in the Spring when the ground is visible
  - 24 of 94 units reported ice dam leaks
  - 7 open work orders as of March meeting; these cannot be addressed until Spring due to snow obstructions
  - 13 SMBW reported damage to deck from falling ice; SJ will repair the damage done on the deck in Spring when snow is gone
  - 2 JG reported broken pavers as a result of ice falling onto the patio; SJ will repair the damage done on the deck in Spring when snow is gone
  - Vine Brook pole light fixture is broken; SJ reports difficulty finding the fixture and believes it may not be manufactured any longer; will continue researching replacement options
    - Finial replacements necessary on a number of cluster light posts; SFZ will review replacement options
    - 12 KM request to relocate heating system exit vent, potential problem with current location; SJ to provide pictures of current location and requested relocation at April meeting for Board approval
  - Storm Drains - next cleaning schedule for Fall 2017
- 7. Board Member Reports  
**Landscaping Committee – Co-Chairs DR / CAG**

- Northeastern has landscape architecture degree; DR researching what would it cost to hire a co-op student for a semester to help create a landscape long term plan
- DR has offered to host kick-off meeting, at his home, of current committee members to obtain background on what has previously been the committee's objectives and results
- Agenda suggestions
  - Overview of committee intent, charter objectives, participation requirements, etc.
  - Will schedule a survey of the property for damage from this Winter and highlight priority concerns
  - DL will provide DR/CAG with a list of (non-routine) landscaping expenditures incurred last year
- DR/CAG will create charter at conclusion of first committee meeting
- SJ will make copies of the large landscape map for DR/CAG for Landscape Committee reference

#### **CD Updates – DS**

- DS reviewing maturing CD's to determine which ones will be extended and which ones will be put into Money Market account for paving project

#### 8. Insurance

- Four Units owners contacted Dartmouth Group about timing of the HO6 memo.
- Concerns –
  - Why was the deductible increased without prior notice?
  - How were the condo docs amended?
  - What data do residents need to keep regarding their improvements?
  - DL/NM/SFZ will draft a memo for Board approval to be sent to unit owners addressing the following:
    - Explaining delay in notification
    - Steps being taken to avoid delay in notification in the future
    - Insurance deductible will be reviewed at each annual meeting
    - Prudent for unit owners to maintain records of improvements to their units with pictures and/or writing

#### 9. Rental Requests

- Attorney suggested rental procedures should be identified to support Amendment 17 regarding one rental unit per cluster
- SFZ/attorney will draft procedures for Board discussion and approval

#### 10. Executive Session

#### 11. Meeting adjourned 12:15 PM

Respectfully submitted: Carol Ann Gregory