

## Quail Run Board of Trustees Meeting May 6, 2015

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

Regular meeting began at 3:30 pm by Chair Susan Z-K

April minutes were approved with changes.

### **New Business**

Nancy M. indicated that Derek L. was taking a new opportunity to go into business with his brother. Discussion of search for new Property Manager held and credentials of selected candidate reviewed. (new hire subsequently withdrew from process). Further discussion held thanking Derek L for his efforts and wishing him luck on new venture.

The Senearthco site has a section for both regular and executive session monthly meeting minutes. The minutes for the regular session are accessible to Unit Owners once the Board has approved them. Executive Session Minutes are for review by the Trustees only and are considered an official part of the executive session of the monthly meetings.

Spraying of trees, bushes, etc are to be scheduled ahead so proper notification to residents by TDG can be made. The same is true of fertilizer or any chemical application to QR grounds. There should be at least a one- week notification so residents can make any preparation.

**Paving Project---**There will be a site walk thru this week with Peter Ogren, Wayne L. and Steve J. to determine what unique problems exist in completing our paving project. Wayne L has agreed to be our project manager thus saving the Association money in not having to hire someone from the outside. Last year we did the same with R. Clarke acting as the manager for the JG cluster project. (Because we are not sure which cluster is being paved, we should not mention this. Once the cluster(s) have been determined, we can include that in the meeting minutes.) It was discussed by the Board with Nancy M. whether we could question or ask opinion of Property Manager on cost or other associated issues involving this paving program. Nancy M. explained that according to our management agreement, projects of this size are considered non-routine services and since the Board decided not to hire TDG to manage the paving project as they prefer to manage it themselves, TDG will have limited involvement, i.e. pay invoices that are pre-approved by the Board and send communications to the unit owners.

**Pool Opening**—Ideal Pools has helped open our swimming pool. The water chemistry is not yet in balance. Steve J. will continue to work on it until it is normalized. Hydro Tech is scheduled to be before Memorial weekend to check the pool heater for the season

opening. The bathrooms at the pool are clean and operational. The pool should be open for Memorial Day week-end. Steve J. said we also need a new pool cover for end of season due to age and deterioration of old cover. Steve is pricing new covers which will be added to the budget.

### **Bids and Proposals**

\*TDG confirmed with MGS roofers they would lock in a \$60 per hour rate for any roof raking done for 2015-2016 winter season for Quail Run. Board is adding roof raking cost in budget for snow removal.

\*SPS submitted prop for \$36,660 and MGS figure was \$17,575. American Gutter submitted a prop to replace/repair 145 feet of damaged gutters from the snow/ice damage to QR properties.

\*The Board asked TDG to contact insurance company and ask that if roof inspections conducted by QR will prevent future claim denials to residents. We will need TDG to obtain from roofing consultants bids for full inspection of roof integrity, gutters, chimneys, and skylights. It was agreed we should get a proposal for a roof evaluation for all of QR to include condition of chimney cap and box, roof penetrations, skylight flashing, drip edges, ridge caps, gutter problems, and shingle damage (missing or defective).

\*Mass -Save has a program to review insulation needs and mold mitigation program. This does have prevention possibilities on snow and ice build up on roofs. It should be noted that QR had roofs re-shingled in 2003.

\*TDG is to contact Roof Management Consultants Can we get a company to do both inspection and repair work? Should we do gutter repair/replacement first?

**Notification Roof Raking Costs**--It was agreed by 4 to 1 vote that we should send email to residents providing them with the costs associated with the roof raking. Board made decision that it was in best interest of residents to rake roofs and break ice dams to prevent severe and excessive damage to our roofs. We had no budget for this item but will try to make up for it, in other areas if possible. Some costs may be covered by insurance. The master policy may cover a portion of the snow removal costs and damages. The adjuster was in to review costs/damages. We will have to wait and hear from GNY for approval

### **Management Issues**

\*American Gutter prop for \$2966 to replace gutters at 6 units due to winter storms.

\*New irrigation zone to be installed near the pool by Vanaria.

\*To Do list will be reviewed monthly by SFZ.

\*Articles for Quail Mail may be submitted by the Trustees based on actions taken that they may be involved in for the community.

\*Discussion held of new light fixtures for the community as an overall upgrade. The cost of fixtures is \$3000 and installation will be \$1000. Lamps have to be replaced and it was agreed upon by unanimous vote.

- \* This was done in the fall of 2014 and was already in the meeting notes.
- \*TDG will insure that Vanaria are on site to insure irrigation system is on and working properly.
- \*Vanaria will also begin spreading new mulch after removing old mulch to prevent crowning.
- \*Water meters are being installed at QR as we now will be paying the City of Woburn for our water usage.
- \*Unit owner at MG complained to TDG that a vehicle parks in the circle causing safety issues. TDG will send a letter to owner who owns the car.
- \*Landscape Committee has completed a physical walk thru of the whole community
- \*Unit owner at KM was sent a reminder notice for parking their truck outside the garage.
- \*There are currently 15 open work orders. This is down from 30 the prior month.
- \*We will keep enough in money market account to finance our paving project this summer. Any potential excess funds will be invested by DS in a new CD at Winchester Savings Bank.
- \*As of 4/30/15 there is only \$15 in current delinquencies.

Meeting ended 5:15 pm

Next Meeting 6/3/15 @ 3pm

Respectfully submitted by: Dan Serieka