

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

Meeting called to order at 8:37 a.m.

Present:

Board Members:	S. Zeller-Kent	TDG Employees:	Stephanie Capriulo
	W. Lavalle		Steve Judd
	D. Roberts		
	C. Gregory	Phone:	Bill Janovitz
	D. Serieka		

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### **Agenda**

**Meeting Minutes:**    October Meeting Minutes Approved

#### **Maintenance Report**

- Board approved addition of one lamp post between 1-5 KM along walkway
- Estimated installation late November
- 12 DG roof shingles front of unit replaced
  - During replacement, confirmed ice and water shield is in tact
  - Missing shingles was a cosmetic issue only
- Gutter cleaning
  - “Tony” Sunshine Professional Painting subcontractor did gutter cleaning last year
  - Steve negotiating for reduction in cost in cleaning this fall and 2 times 2016
  - Board approved \$2,700 for this fall cleaning, \$5,000 for two visits 2016
- 13 KM unit owner requested pine trees behind unit be inspected for safety
  - Derek Binding reviewed pine trees behind 12 KM
  - Confirmed trees did not pose danger of falling over or threatening unit
  - Issues of grass and drainage in same area under review and on the watch list for 2016
- 5 SMBW mowing
  - S. Capriulo to speak with Vanaria regarding cutting the grass too short and in areas where the ground is uneven and damaging the growing area

#### **Financials**

September Financial Summary and detailed Financials are posted on the Quail Run website.

## **Management Report**

- **Parking Violations**  
Chair will compose a reminder notice regarding parking violations for to all owners, once the Michael's Green paving project is completed
  
- **Hot Water Tanks**  
Chair revising letter to unit owners whose hot water tanks are reaching expiration
  
- **Roof Raking Contract**  
Board approved roof-raking contract, TDG setting up management contract for signature
  
- **Winter Damage Insurance**  
TDG continues to work with the insurance company on finalizing unit owner claims and common area claims, as well as updating and tracking insurance reimbursement funds added to the budget
  
- **Gas Lines**  
Craftsman Restoration was onsite on 10/20/2015 and painted 27 exterior gas lines
  - JG units: 1, 2, 3, 6, 7, 8, 9 = 7 units
  - SM units: 1, 2, 3, 6, 8, 11, 15 = 7 units
  - KM units: 1, 3, 5, 10, 11, 12, 15, 16 = 8 units
  - MG units: 1, 4, 5, 8, 10 = 5 units
  
- **New Business**
  - Annual Meeting
    - Board continues to work with TDG and Financial Consultant on the budget updates for the presentation, as well as refining the general presentation
    - Initial meeting notices and Trustee applications were filed on 10/15/2015 with all documentation being mailed, emailed and posted pursuant to meeting procedures
    - All meeting information posted on the Quail Run website

Meeting Adjourned at 10:30 a.m.