

Quail Run Board of Trustees Meeting Minutes

September 9, 2015

Meeting called to order at 3:10 p.m.

Present:

Board Members:	S. Zeller-Kent	TDG Employees:	Deb Jones
	W. Lavalley		Stephanie Capriulo
	D. Roberts		Steve Judd
	C. Gregory		
	D. Serieka		

Agenda

A. Minutes for August meeting were approved by the Board.

B. Financials

1. Continue revisions to 2016 budget projections
2. D. Serieka provided full review of current CD investments including value of individual CD's, banks used, and maturity dates
 - a. The Capital Reserve balance as of 12/31/14 was \$647,848.42
 - a. Capital reserve contributions monthly totals \$87,418.94
 - b. Bank account interest totals \$515.94
 - c. CD interest totals \$479.14 C
 - d. Capital reserve expenses for the month totaled \$14,771
 - e. Balance as of 7/31/15 was \$721,541.44
3. Current annual Operating Budget deficit is \$36,293, which remains the cost of the roof raking for the winter storms

C. Management Report

1. Parking Spaces
 - i. TDG to provide a list of all rental spaces
 - i. How the billing is being handled
 - ii. How the charge is being collected
 - iii. How many spaces are currently being rented
 - iv. Two spaces have long- term rentals
 - v. Question as to whether the list of rentals is up to date
 - vi. Concern that rental spaces are being used but not paid for
 - vii. S. Judd and W. Lavalley will conduct spot checks to identify vehicle license plates and match those to registered rentals spaces
 - viii. TDG to follow-up on discrepancies
2. Hot Water Tank Replacement Schedule
 - a. TDG to update replacement schedule list of units with expiring hot water tanks
 - b. Warning period to complete installation of new tank is 60 days. The fine for failure to complete is \$15 per day.
 - c. Expiration notices to be released in October

3. Pool Issues

- a. In light of the unseasonably warm temperatures, the Board voted to keep the pool open until the week of 9/21 with formal closing on 9/23/2015
- b. Pool cover replacement was approved and ordered and will be used to close the pool on 9/26/2015
- c. It was brought to the Board's attention that there were a number of pool violations this season with unit owners failing to sign-in, register their guests and request permission of the Board for guests in excess of the standard limit.
 - i. As a result of these complaints, stricter enforcement of the pool rules and regulations will be followed next year
 - ii. Reminder to all unit owners, the pool rules are in place for the safety and protection of all unit owners and their guests

D. Bids and Proposals

1. WattSaver Lighting

- a. Company reviewing lamp posts throughout the community to consult on suggestions for replacement globes

2. Gas Meter Replacement

- a. All QR meters will be replaced by the gas company on a 7 year cycle
- b. It is the unit owners' responsibility to communicate directly with the gas company to schedule the upgrades.
- c. Broadcast email reminder will be released reminding residents that they are to contact the gas company and water department directly to schedule meter replacements
- d. S. Judd brought advised the Board that the gas lines, which run on the outside of some of the units, require painting as a result of wear and tear from weather
- e. Craftsman Restoration provided a quote of \$1,980 to paint 27 external pipes. The pipe painting project has been put on hold and will be revisited in 2016

3. Tree damage

- a. Insurance company determined that a tree on QR property which fell and damaged a neighbor's property outside of QR, was not the responsibility of QR

4. Roof Raking Contract

- a. TDG contacted MGS Roofing for information regarding a contract for roof raking for the coming winter season
- b. Original contract was basic and fairly simplistic
- c. Second contract was more comprehensive and generated significant questions for TDG follow up with vendor
- d. Will revisit contract review in October / November Board meetings

E. Pest Control

1. TDG obtained a bid of \$1,999 to provide twice a year pest control spraying for all QR buildings
2. Next scheduled service will be September 29 and 30 pending weather
3. S. Capriulo will explore the totality of what is included in service
4. Broadcast reminder of service, along with chemical information, will be released 7 days prior to treatment

F. Insurance Claims update

1. TDG to provide complete insurance claim breakdown for all claims submitted for the 2014/2015 winter storms
2. Continue to wait for results

G. Maintenance Report

1. Daily and weekly maintenance remains on schedule and completed timely
2. VBW front porch repair project completed
3. All lamp post cluster lights have been upgraded to LED light bulbs
4. DG trash bin privacy wall repaired and painted
5. Continues supervision of on-site vendors
6. Continues to research proper fencing to replace common area fencing damaged during winter storms
7. Working with vendors to research issues with basement leaks at 6 VBW
8. Working with Board to create new power washing schedule to begin in the Spring
9. Work Orders completed – 6
10. Work Orders outstanding - 3

H. New Business

1. Annual Meeting
 - a. To be scheduled week of November 16
 - b. Commencing at 6:30 p.m
 - c. Congregational Church on Main St in Woburn Center
 - d. TDG to provide staff and executives' availability to select meeting date
 - e. Announcement will be released to unit owners after October monthly meeting
2. Kendall's Mill unit owner requested installation of patio
 - a. Complete comprehensive plan will be presented to Board for approval
 - b. Preliminary review requested of the Board to determine if unit owner should even pursue extensive renovation request
 - c. Board agreed to conduct preliminary review
3. SMBW unit owner requested HVAC and storm door replacement
4. Another SMWB unit owner requested approval for family member to assist with clean up of the landscaping issues immediately around their unit
5. Orientation for New Residents
 - a. Recent issues have surfaced regarding new owners not reading the condo documents or the Unit Owner's Handbook prior to moving into the community and, as a result, are in violation of several rules and protocols.
 - b. The Board has decided to create guidelines for unit owners, who contemplate selling their units, to follow to prevent further disruption and rules violations by new buyers
 - c. The Board will work on those protocols and hope to have them completed by the end of the year

I. Budget Review

1. Meetings to be held at the monthly meetings for October and November in preparation for the November Annual Meeting

Meeting adjourned at 5:00 p.m.

Next meeting scheduled for October 7, 2015 at 3:00 p.m.