



The Quail Runner

Quail Run Condominium Trust

Volume I, Issue I

December, 2003

This double issue is the premiere of The Quail Runner, our condominium's newsletter. It will be published four times a year in March, June, September, and December and bring you the proceedings of the Trustees' meetings and other information Unit Owners need to know. The Trustees would appreciate your comments and suggestions about how to improve The Quail Runner. Please send in your ideas and material for publication. See contact information on Page 12.

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June 4, 2003

Unit Owner Anthony Samiotes, reporting for the special committee looking into aluminum storm doors, stated that the standard red colors available from the several manufacturers do not match the current colors. Custom colored doors would be prohibitively expensive. Alternative solutions would be to use a neutral colored door that would match the new vinyl trim, but that would require repainting of all existing storm doors to match. The Board decided to authorize only wooden storm doors for Vine Brook Way, to be painted with the same two red colors used in the original 77 units.

Unit Owner Marie Kelleher, reporting for the Landscape Committee, stated that her committee had held three meetings, and they were making an inventory of all plantings. She cited a number of problems which will have to be addressed, including gardens planted by past owners that have gone unattended, plantings that are too big and too close to foundations, and overgrown trees and bushes. Since there is not enough money available to do all that is necessary at one time, priorities must be set, and the goals achieved over several years. The immediate goals are: 1) elimination of danger (e.g., dead trees likely to fall); 2) removal or trimming of trees and plantings that are damaging buildings; 3) prevention of loss of planting through pruning, fertilizing, root collaring; and 4) replacement of removed plantings as appropriate. It was noted that approximately \$13,000 is available annually for landscaping. The Board also decided to have hats labeled "Quail Run Landscaping Committee" made to

identify committee members when they are going about their duties.

Rainy weather has delayed the removal of some representative windows on a Saw Mill Brook Way unit so that measurements can be taken to begin ordering windows. When the roofing and siding begins, bins for storage of construction material will be parked at the pool house and in guest parking slots in the clusters being worked on.

The Association's finances are in good order.

The termite monitoring system around the perimeter of Units 5 through 9 at Kendall's Mill showed no insect activity.

Requests for bids for the snow removal and landscaping for 2003-2004 were sent to five potential contractors, but only two have responded. Mr. Boyle will try to get more bids.

Mr. Boyle will survey all decks and privacy fences to see what repairs are needed.

The pool is open. Brush will be cleared from the perimeter of the tennis court and cracks in the surface will be sealed.

Cluster meeting to inform unit owners about the details of the roofing and siding project are set.

The Trustees and Mr. Boyle discussed how to address the increasing frequency of violations of parking regulations.

July 8, 2003

Unit owner Robert Waehler reviewed the financial statements for the preceding month for the Board. Several

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*Here's to Friends,
Family,
and the Wonderful
Tastes of
the Holiday Season!*



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issues with regard to the statements were discussed. The Association's finances are in good order.

Mssrs. Pedulla and Boyle both commented favorably on the quality of the roofing work being done by Newton Roofing.

Discussions are underway with Mr. Devaney (the Vine Brook Way developer) regarding the landscaping for the new construction and how the circle at the entrance will be configured. Possibilities include elimination and construction of a straight road, creating a circular lawn area, creating more parking spaces, etc.

Repairs to the pump at the pool and construction of a roof over the pump area will be done at the end of the season. Funds for this work have already been budgeted.

A major water leak occurred at 10 through 12 Kendall's Mill. The cause was loosening of the bonnet nut of a shut-off valve for an outdoor faucet. The owner of the unit where the leak occurred was not at home. A neighbor noted water pouring out the door of the unit and notified authorities. Damage was extensive. One affected owner does not have HO-6 insurance, and is thus liable for the first \$5000 cost of repairs. Our management company will send out a letter warning unit owners to check on the tightness of the bonnet nuts in their units and also advising them of their liability if they choose not to buy HO-6 coverage.

There are still only two bidders for the snow removal and landscaping contract. The question is whether to use the low bidder, who had done a good job with snow removal, but has not done a satisfactory job with landscaping services, or try a new contractor, whose bids are significantly higher. One solution could be to hire the low bidder and then hire a full-time maintenance person, whose duties would include doing some of the extra landscaping.

The agenda and materials for the cluster meetings was reviewed. Owners will be cautioned that no holes may be put in the new vinyl siding. Mr. Boyle recommended that anyone who does so should be fined \$100 and charged the cost of repairs. The contractor will be consulted to see if there are methods for attaching lightweight ornaments without damaging the siding.

The Quail Run signs at the entrance on Russell Street will be brought forward and lowered and excessive brush will be cleared to improve their visi-

bility. Some fresh flower plantings will be added. Additional trimming will be done at Saw Mill Brook Way and Johnson's Grant.

August 4, 2003

Mr. McGillicuddy gave an update on the roofing project. Newton Roofing has completed work on Saw Mill Brook Way and moved on to Johnson's Grant. An electrician will be required to hook up the fans from the inside of each unit, because the junction boxes for the fans cannot be reached from outside. Newton Roofing will get the electrician and determine the cost. Mr. McGillicuddy recommended a louver be installed over the roof vent pipe, adding another \$13 to the installation cost.

Prime Touch, the siding contractor, has started removing clapboards on units 1 - 5 at Saw Mill Brook Way. Some damage to sheathing was noted on #1, an end B unit, requiring several sheets of new plywood, but the other four units did not have any damage.

Mr. McGillicuddy has met with each unit owner in Saw Mill Brook Way to discuss window replacement, and the windows have been ordered from Harvey Industries. The issue about what to do about the sills on the windows that are not being replaced has to be resolved with Prime Touch.

The Vine Brook Way construction is on schedule for completion by year end. All but three units have been sold. The builder continues to make corrections of all the problems that have been brought to his attention. The work performance of the builder is excellent.

Marie Kelleher reported on activities of the Landscaping Committee. She and Bobbie Seidman inspected the work done by Bartlett Tree on Saw Mill Brook Way. Several items have not been completed, and they will notify Bartlett and have these items addressed. The Quail Run entrance signs have been moved forward to improve visibility. The lights have to be moved as well. The Board approved her suggestions to plant seasonal flowers in front of the signs.

Robert Waehler gave the financial report. He was delighted to see that the roofing and siding project was tracking according to original estimates. Work has begun on the preliminary budget for 2004, and he hopes there will not be a need for an increase in the condo fee, provided the Board can maintain financial discipline. All the costs of the Nominee Trust have been covered, the account will be closed, and the remaining balances will be transferred to the regular trust

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account.

Carol Bergeron reported that she and Joel Seidman will be meeting to finalize the drafts of the new material to be included on the Quail Run web site. The final drafts will be sent to the other Trustees for review, then to Walter Howe, the web master, for implementation.

Mr. Boyle gave the management report. All Unit Owners' payments are current. APT will be providing a detailed report of work performed by maintenance workers, who are paid at the rate of \$39 per hour. The sale of two more units at Vine Brook Way closed in July, bringing the total occupancy to 9 units. Insurance has been obtained for the first three buildings in Vine Brook Way.

According to the last inspection report, 10 Unit Owners need to be notified that their water heaters need replacement. The Board requested that APT send them reminder letters.

Lightning struck and destroyed the irrigation system control box at Michael's Green and damaged one of the garage door openers. Repairs will cost \$3,000.

Mr. Boyle reported on his inspection of deck railings and privacy fences. Most deck railings will have to be replaced, and the fences need repairing and painting. The Board will assess and eliminate the brush overgrowth that has led to the damage of the railings, then ask the Unit Owners to proceed with the necessary repairs to their respective decks.

Only two bids have been received from landscaping companies. There should be one more before a decision can be made. Mr. Boyle hopes that a decision will be made in the spring of 2004.

Four complaints have been received about water drainage. Each has been investigated and corrective measures ordered.

A check for \$11,000 was received from the insurance company to cover the cost of water damage incurred by two Unit Owners on Kendall's Mill. The Board asked APT to investigate all units to determine if there are valve problems that may result in similar damage in the future.

Eldco, the landscaping company, damaged a column at 17 Kendall's Mill. The replacement column is on order.

Parking violations continue, and a second notice will be sent out, detailing fines that will be levied for further violations.

Board members and APT are continuing discussions about the management contract to resolve

differences resulting from changes in language requested by the Board, so that a mutually agreeable contract can be signed in the near future.

Arthur Downing will meet with Thomas Devaney, the Vine Brook Way developer, to obtain his views on what should be done with the circle at the entrance to Vine Brook Way and the possibility of creating additional parking in that area.

September 10, 2003

Unit owner concerns

The owner of Unit 1, Johnson's Grant attended the meeting to discuss the steps in front of her unit that had been removed due to their poor condition and the hazard they presented. She requested that the steps be replaced to their former state. Her request was taken under advisement.

Landscape Committee Report

Marie Kelleher, chair of the committee, reported on the committee's activities. The entrance to the complex has been renewed with new flowers and shrubs, and spring bulbs were planted. The signs have been moved forward to make them more visible from the street. One sign is in need of repair. The work necessary for the roofing and siding to proceed at Johnson's Grant has been completed. Bushes were removed and replanted at Kendall's Mill. The retention pond and the landscaping at Vine Brook Way were discussed.

Vine Brook Way Update

Robert McGillicuddy reported on the progress of construction. Units 10 and 12 are now occupied and two more are 95% completed. Unit 6 is lagging behind. Building 4 interiors are being worked on. Foundation and framing work are excellent. All other deficiencies on the other buildings that he had brought to the attention of the developer have been corrected. Only one unit remains unsold. Progress is proceeding well within the schedule. The builder is being very cooperative.

Building Envelope Project Update

Mr. McGillicuddy reported on the progress of the siding project. A second crew has been added, so we should see more rapid progress. A moldy smell was noted in the kitchen area of a unit in Saw Mill Brook Way. Investigation found moisture behind the electrical panel outside the kitchen caused by a

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gap between the panel and the siding. Pest control services were called in.

Thus far in work on 33 roofs, only 5 sheets of plywood have been used. Two sheets of plywood were budgeted for each roof. For siding work so far on building 1 at Saw Mill Brook Way with 5 units, 9 of the 10 allocated sheets of plywood have been used. Thus, plywood usage is well within the original estimate. The cause of the rot of the plywood sheathing is that trees and bushes are too close to the front and sides of the units, causing excessive dampness and hence rot. There were no condemned windows in the front of the building, but there is a problem with some kitchen windows due to misadjusted sprinklers.

Siding work on building 2 in Saw Mill Brook Way was skipped and work begun instead on building 3, which is the same color as building 1, because the proper color vinyl material had not arrived on time. The Trustees approved on this change in schedule. Windows are arriving more slowly than promised. Thus far Mr. McGillicuddy is very pleased with the quality of the work.

He has to work out the extra costs for the roof ventilation fans and negotiate those costs with Newton Roofing. Extra costs so far are about \$2200 plus electrician costs. The Trustees approved re-flashing the skylights on 5 units and replacing of 5 dryer vents and 10 bathroom vents. Thus far the Prime Touch bill is \$21,000 for labor and \$27,000 for materials. In addition there are costs for windows and window installations, and there will be further costs for filling nail holes and painting after the windows are installed.

There was discussion about repair of prior substandard roofing work. The cost of repairing a roof in Kendall's Mill was \$8,200. Felt will be placed to protect the above-roof areas that remain to be sided for the winter.

Mr. McGillicuddy is finding lights for Saw Mill Brook Way and Johnson's Grant at contractors' costs to upgrade the front and back outside lights. Gutters and downspouts have been damaged in the roofing work. He will ensure they are repaired before the winter. Problems with removal of unused dryer vents were also discussed.

The use of leaf guards for the rain gutters was discussed. Many options are very expensive. Mr. McGillicuddy mentioned that there are cheaper alternatives. Mr. Boyle mentioned that one is being tried at another condominium complex he manages. If it works, it could be used here at Quail Run.

Budget and Financial Report

The possibility of hiring a full-time maintenance person was discussed. Next year's budget ap-

pears to be satisfactory with no increase in condo fees necessary.

There was discussion of Eldco's lack of a proactive approach to our landscaping. They do not suggest activities such as pruning of bushes and trees to improve the appearance of the property. They only do what is in the contract. Unfortunately all other contractors' bids are at least \$23,000 higher for landscaping and snow removal. Mr. Boyle reminded the Trustees that we can terminate a contract at any time. It was suggested that we invite Eldco and other landscapers to come to a Trustee meeting to discuss the situation.

Management Report

Mr. Boyle reported on the maintenance history for the month. The delinquency report was very satisfactory. The list of water heaters and their age needs to be updated. Owners need to replace any over-aged heaters.

October 8, 2003

Unit Owner Concerns

A number of Unit Owners requests and concerns were addressed, including noise of barking dogs from the adjacent veterinarian clinic (postponed), installation of new vinyl siding on a chimney, kitchen window rot caused by water from a misdirected sprinkler head (2 units), prevention of freezing of bathroom pipes (1 unit), electrical connection of attic ventilation fans, and siding workers parking on grassy areas, damaging bushes.

Building Envelope Project

Mr. McGillicuddy gave an update on the progress of the roofing, siding, and window replacement. The siding contractor, Prime Touch, expects to finish the first building (Units 1-4) in Johnson's Grant by the agreed upon stop date of November 15th. That date was chosen so that Unit Owners would not be inconvenienced by workers entering their homes to install windows during winter weather and the holiday season. The suggestion was made to have them do the unoccupied buildings (garages, pool house, mail station) during the winter (after January 1, 2004), which would save about three week's time in the spring. Residential work would resume on April 15, 2004.

Work has begun on the second building at Saw Mill Brook Way. The alternate color vinyl has been received, and all needed materials for this building are now on site. On the first building, 9 sheets of sheathing were used out of 10 allocated. On the second building we have used 6 out of 12 sheets allocated. The end units are usually the ones with prob-

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lems. The roof support for #13 was rotten and the railing and balusters at #16 were rotten and fell apart in the workers' hands. Mr. McGillicuddy suggested that PVC material (which is maintenance free) be used instead of wood for replacement. Two of the Saw Mill Brook Way decks have plastic and resin impregnated floor planks. It was suggested that these alternate materials be incorporated into our published deck specifications

Jim Boyle has received the consultant's report on the mold problem at 6 Saw Mill Brook Way. No remediation was recommended other than making the necessary repairs.

The post lanterns at Vine Brook Way and the front porch light will be antique copper on black posts. The post lanterns will operate by photoelectric cell and will be on a common area meter. The Board approved this choice. The front porch lights on Saw Mill Brook Way and Johnson's Grant will be replaced. Mr. McGillicuddy will try to select lights that match as closely as possible the ones on Kendall's Mill, Michael's Green, and Douglass Green.

The sprinklers system will need to be looked at in the spring. Spray patterns will have to be examined and readjusted. Some heads should be capped as they are no longer useful. Some areas will need re-grading to provide proper drainage. Attachments to the vinyl can be done, but should be done after siding complete at each Unit Owner's request and expense.

The Board asked Mr. McGillicuddy to attend the Annual Meeting. He will have all the information about window costs, including the non-standard size window that Harvey is providing. He will present each Unit Owner with a packet, which will contain a copy of the order, the invoice for the windows, and the invoice from Prime Touch for the labor. The windows are warranted by Harvey, the labor by Prime Touch (per the contract). A statement regarding the warranties should be presented as part of the packet.

There was discussion about extraordinary costs that have cropped up attendant to the re-roofing part of the project. Jim Boyle stated that so far they total \$26,274.20. This sum includes the cost of the repair of the roof at 17 Saw Mill Brook Way, front porch detail at 11 and 12 Saw Mill Brook Way for \$735, repair of the roof at 18 Kendall's Mill for \$8238, another \$8238 for repair of roof at 7 Douglass Green (which is really not an extraordinary cost, since it is scheduled to be done under the contract anyway), \$3000 for 12 roof fans, and \$1920 for roof fan work. Some additional documentation of these numbers needs to be done – they are not final. Extra costs incurred by errors on the part of Newton Roofing and Prime Touch are being covered by those companies.

The support boards for powered awnings will be left in place and surrounded with a J-channel.

Vine Brook Way Update

Mr. McGillicuddy also presented an update on the progress of the construction at Vine Brook Way. The pads for the trash areas were poured today. All units are sold except for Unit 11. The back area of building 3 has been seeded and hayed, but the back areas of building 1 and 2 have not. A patio is being built at Unit 9. The wiring is in for about a dozen post lanterns.

Manager's Report

The lights at the front entrance have been reset. The pool has been closed, and Dave Totty has started construction of the roof over the filter. The new filter has been ordered, but will not be installed until the start of next year's season. The locks on the tool closet will be changed. Dave is working with Waste Management on getting the right number and placement of recycling bins. A new column has been installed at 17 Kendall's Mill, and the cost (\$375) will be billed to Eldco. This includes the cost of 6 hours of labor, which will be credited back to the trust. There are seven Unit Owners who have not paid their October fee, but the grace period has not yet expired. The Trust is owed \$2271.64, but almost all of that is current. Arthur Downing said the contract with Prime Touch states that the retainage on the re-roofing and siding project will be paid at the end of the project.

New Business

There was discussion of a proposal by Greenwood & Sons Construction for work to correct problems at 8 Michael's Green, 9 Saw Mill Brook Way, 4 Johnson's Grant, and at the circle in Saw Mill Brook Way. The total amount is \$4485, and as of August 31, the amount remaining in the Maintenance and Repair section of the budget is over \$9200. The board approved this work to be done.

There was discussion about hiring a full time maintenance person (\$42-46K/yr, fully burdened), who would start Q2 2004. (A part time person would still fill the first quarter.) Questions were raised about what that person would do, if there would be enough work for that person to do in the winter, whether there would be redundancy of work between the maintenance person and some of the contractors we use now. Jim Boyle will get list of duties from the maintenance person working at Potters Pond. The Board approved in principle by the hiring of a full time maintenance person.

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The Board approved a draft of a letter about the trustee election and volunteer opportunities to be sent to Vine Brook Way Unit Owners.

November 16, 2003

Introduction of John Reis

Jim Boyle of APT introduced John Reis, the Resident Property Manager at Potters Pond in Lexington to provide the Trustees with an overview of his duties and the advantages of having a full-time maintenance manager:

- (a) The ability to respond to a unit owner's emergency needs;
- (b) Monitoring work projects given to contractors;
- (c) Helping in the negotiations with contractors for special work projects;
- (d) Performing general work on property (e.g., pruning, blower cleaning on common areas, gutter cleaning and general maintenance work in common areas to ensure good appearances.

In addition, it is likely that there will be indirect cost savings on negotiation of new contracts.

Landscaping Report

The Board received Bartlett Tree Services' proposal of work to be performed at Quail Run over the next five years. The cost for the first three years (2004-2006) was estimated to be approximately \$67,900.

Marie Kelleher discussed the 2004 work recommended in Bartlett's proposal, which would concentrate on two clusters, Douglass Green and Michael's Green, at a cost of \$22,900, \$4,500 over the \$18,500 budgeted for 2004. The Board suggested increasing the budget for this work to approximately \$20,000 and asking Bartlett to reduce the price for the work, and/or determine what work could be eliminated from the project to reduce the cost to \$20,000. Marie concluded by stating that she would follow-up with Bartlett on these options.

Financial Report

Robert Waehler gave the financial report. He reported that the budget in general continued to be on target. He is obtaining final figures for the Capital Reserve Fund and expected to be able to report more accurately to the Board in January 2004.

Building Envelope Project Update

Robert McGillicuddy reported that in spite of the additional work that was needed in Saw Mill Brook Way, the costs remained at the budgeted level, and he

does not foresee a cost overrun. Although project completion was expected to be in November, Bob reported that the completion date would be delayed due to the delay in receiving windows from the supplier. Siding work was underway in Johnson's Grant. The Board reconfirmed its position that no work would be done on occupied buildings after November 21, 2003. The Board stated, however, that work could be done on unoccupied buildings (e.g., garages, pool house, mail area, etc) after November 21, 2003, but no work could be performed after mid-December, 2003. Mr. Boyle stated he would obtain an estimate cost for an electrician to connect the attic ventilation fans. Mr. McGillicuddy has obtained information from Bill North of Prime Touch on manufacturers' color and number information for the painting of the windows and trim to be done at the completion of the project. Mr. McGillicuddy stated that he and Dave Totty would investigate causes of frozen kitchen pipes in a unit in Saw Mill Brook Way and provide recommendations for a solution. The manufacturer shipped the incorrect kitchen windows for another Saw Mill Brook Way unit, which had to be returned and reordered. They are expected to be installed by the end of November 2003. The Board requested that Bob McGillicuddy determine if a meeting with Harvey Industries can be arranged to help expedite order placements and deliveries.

Shingles were mistakenly installed on the gable end of a garage at Saw Mill Brook Way instead of clapboard. Prime Touch stated that the shingles cost close to five times the cost of clapboard. The error will be absorbed by Prime Touch. Kendall's Mill and Michael's Green will be done with clapboard entirely. Attachments to the vinyl siding can only be done with the placement of special materials before anything can be attached or hung.

Vine Brook Way Update

Mr. McGillicuddy stated that there is still one unit that remains unsold. The trash bin area foundations have been poured. When the trash bin areas are completed, roads will be paved around the circle.

Property Manager's Report

Mr. Boyle stated that all unit owner payments are current with a balance to date of \$129.38. He went over the Work Order History. He reported that quotes were obtained on the railing to be installed on the steps at 10 Saw Mill Brook Way. The costs are estimated to be between \$1100 and \$1500.

New Business

Unit owners' concern about garage roofs at 12-13 Michael's Green has been brought to the atten-

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tion of the Board. Mr. McGillicuddy will investigate the matter.

Mr. Boyle will supply the Board with a job description for a full-time maintenance person to review.

The Unit Owner at 1 Kendall's Mill reported a problem with rot, which resulted in the failure of the kitchen floor. The problem appears to be similar to the one previously reported in Saw Mill Brook Way. APT had Forbes look into the matter and estimated the cost for repair to be approximately \$4000.

Permission was granted to a unit owner to keep a pet. The Board stated that a seller of any unit cannot tell a prospective buyer that pet are allowed, but must make known to any potential buyer the rules and regulations pertaining to pet ownership at Quail Run.

Old Business

The Board discussed the details of the annual meeting presentations.

The Board is still waiting for the Chairman of the Conservation Committee in Woburn to visit the site and determine the feasibility of placing a parking adjacent to the circle below Vine Brook Way..

APT reported that new steps and a new porch pad were installed at 10 Saw Mill Brook Way.

The Board asked that those unit owners that will require hot water heater replacement be notified.

December 4, 2003

BUILDING ENVELOPE PROJECT UPDATE (Mr. McGillicuddy)

The siding of Johnson's Grant will be done by December 21, 2003. Work on the gutters will start next Monday, and should be done quickly, including downspouts and splash blocks.

There are still problems getting windows on time. The hang-up centers around the large kitchen window with transom, which is a specially ordered item. Other problems have included windows delivered without the argon that had been ordered, double orders, wrong size windows, windows delivered without necessary extension jambs, and sliding doors that don't slide properly. Mr. McGillicuddy plans to order windows for Kendall's Mill in January and have them all ready to go when siding resumes. They will be stored at they pool house and in Devaney's garage. He will check each shipment at the time of delivery to make sure they are correct.

Mr. McGillicuddy brought a selection of replacement outside lights for the front and back of units at Johnson's Grant and Saw Mill Brook Way, and the group

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Water, Water Everywhere!



On June 29, 2003, while the Unit Owner was away, a shut-off valve for the outside faucet came apart, releasing a flood that caused extensive damage to that unit and two adjacent units. Repair and maintenance crews had to break into the unit to shut off the water. The new wooden floors in one adjacent unit had to be ripped up.

Several lessons for all unit owners should be drawn from this occurrence. First, a major water leak from a burst pipe can cause more damage than any disaster except a fire. Second, as with a fire, damage will affect more than one unit. Third, there are simple steps each of us can take to prevent water disasters.

- Check the integrity of the shut-off valves for your outdoor faucets. (Dave Totty can do this for you if you don't know how.)
- Replace your water heater every 10 years.
- Maintain your water heater by draining off a few quarts from the bottom every month. This simple practice prevents the buildup of sediments which can promote rust as well as decrease the efficiency of your heater.
- Turn off the water for your unit at the main shut off when you leave for an extended period.
- Leave heat set no lower than 60 degrees when you leave for your cold weather vacation.
- Replace your washer hoses with steel-wrapped ones—they are cheap.
- Turn off the water valves of your washing machine after each use—that's even cheaper!
- Be sure you have turned off the valve to your outside faucets so you don't get caught by sub-freezing temperatures. Winter is here (in case you haven't noticed)!



Fourth, If you are going to be away from your unit for an extended period, especially in cold weather, have a friend, relative, or neighbor check on your unit frequently. Leave a key with someone, and let APT know who has the key in case emergency access is required.

Finally, Quail Run Condominium Trust carries insurance that covers damage to each unit above \$5000. If you do not carry HO-6 homeowners insurance, you are self-insuring for that first \$5000. One unit owner affected by the June 29th episode, found that out the hard way.





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chose one for the front and one for the back.

Mr. McGillicuddy reported on pipes in a Saw Mill Brook kitchen that are subject to freezing. These pipes were inspected when the siding overlying them was removed. The pipes are well insulated, but they are hard against outside of the wall space. More insulation can be squeezed in, but that would not really be a solution. The proper fix would be to re-plumb the pipes so that they lie on the inside of the wall space, add more insulation, and add a heat trace (a thermostatically controlled electric heating element wrapped around the pipes). There is the potential for freezing pipes leading to large insurance losses, and we have the opportunity to fix the problem easily while the siding is being removed. We will go ahead with re-routing the plumbing and applying insulation and the heat trace at that unit and at any other unit that has a similar problem.

Two more garages have mistakenly been shingled above the decorative horizontal band. Mr. McGillicuddy had brought this error to the attention of the siding contractor earlier. We will not be responsible for extra cost of materials.

Arrangements have been made for making the electrical connections for the roof fans at Johnson's Grant and Kendall's Mill.

Painting specifications have been done, and they will be sent out to bid in January.

Mr. McGillicuddy discussed the extra costs associated with the siding project so far. He does not have the current total, because some claims still need to be adjudicated. Very little replacement sheathing was used on the first building at Johnson's Grant. However 11 sheets were needed at Unit #5. So far there have not been major overages. We are saving considerable money by not having to wrap sills on windows that are replaced. For each window that is replaced, we will not have to spend \$35 that we would have had to spend to wrap the sill of the existing window with aluminum coil stock. There were some 70 windows replaced in Saw Mill Brook Way alone. There is a major problem at #1 Kendall's Mill. Improper initial construction caused water leakage from the second floor windows resulting in rot to studs, sills, windows, the kitchen floor, and the joists in kitchen floor. Repair costs could run \$9000, exclusive of the cost of replacement windows. The Trust is responsible for everything except the cost of the windows.

The garage roofs at 12 and 13 Michael's Green have been inspected, and they are not that bad. Re-roofing them should be put off, since we will get a better result if the work is done in warmer weather.

Arthur Downing reported that there are methods for attaching things to the vinyl, and that will be addressed at a future meeting.

VINE BROOK WAY UPDATE (Mr. McGillicuddy)

Construction is going well. The developer still intends to do the paving of the road, although the cold weather may make this difficult. Two pole lights have been connected and tied into the Trust's electrical system. One pole light remains to be connected.

MANAGER'S REPORT

Mr. Boyle reviewed the Work Order history for the previous month. Dave Totty has been coordinating the repair work at #1 Kendall's Mill, and has started building the shed to cover the filtration equipment at the pool house. There was discussion about the hiring of a full-time maintenance person. At the present time, we are spending about \$35,000 per year for about 20 hours per week for part-time maintenance services. For \$45,000 we could get 40 hours per week. (There would be some additional costs to cover overtime for weekend emergencies, vacation coverage, etc.) We might possibly save some money from the full-time person doing chores that currently are contracted out, but more importantly it would get us a better looking and functioning property. This person could do small painting, carpentry, and electrical jobs, tree trimming, installation of some drainage solutions, supervision of outside contractors, etc. Jim Boyle will develop a job description for our review at next meeting.

Financial Report – There are no delinquencies, and the finances of the Trust are in excellent condition.

NEW BUSINESS

Arthur Downing received a letter signed by almost all the Vine Brook Way Unit Owners complaining about the design and siting of the trash collection areas and suggesting that each owner put trash into individual receptacles kept in their garages and then put out for pick-up by the city. Mr. Boyle felt that the city would not permit such an arrangement for a condominium complex, but he and Mr. Downing will speak to the Board of Health and make the request. The Trustees discussed possible alternative solutions (building a trash collection area near the circle behind Unit #1 or between buildings 2 and 3, in the garage, in a lean-to attached to the south side of the garage). Alternate solutions could be built using the same materials and labor already allocated for building the four small sheds in the current design. Mr. Downing will talk to Mr. Devaney about the costs of these alternatives. There will be a meeting with Vine Brook Way Unit Owners at 7:00 pm, Thursday, December 11, 2003 at APT.

Jim Boyle will call the Woburn Fire Department to find out what is required for a gate at the Vine Brook Way Emergency Road.

A sign is needed at the entrance to the Vine

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Cooperation with Parking, Speed Regulations Asked

Now that winter is here, adherence to the parking and speed regulations is more important than ever. Out of respect for our fellow Quail Run residents and to keep us all safe, please take note of the following.

- ☞ The speed limit in Quail Run is 20 MPH, when the weather is good and the roads dry. Speed should be lower when the roads are narrowed by snow banks and slippery
- ☞ Each unit is allotted **ONLY TWO** parking spaces—one in your garage/car port and one in the drive just outside your garage/car port. Overnight parking by residents is not allowed in the guest spaces. To facilitate snow removal, wait until the guest spaces have been cleared, then move your second vehicle to a guest space to permit clearing of your driveway.
- ☞ Snow banks block visibility. Use extreme caution when exiting your cluster onto the main road. Use extreme caution when driving on the main road approaching a cluster exit.
- ☞ **Seat belts save lives. Save your life and those of your passengers. Make sure everyone in your vehicle wears one for every trip. Even low speed accidents can kill.**

Want to Have a Dog? Animal Regulations Apply

No animals, birds or other pets shall be kept in or about the Units or the Common Areas without the written consent of the Board of Trustees, and consent so given may be revoked at any time. Pets shall be licensed and inoculated as required by law. Pets shall be leashed or carried at all times in the Common Areas.

Pet owners shall clean up after their pets if any excrement happens to collect in any of the Common Areas, including the sidewalk, garage and entry circle. No animals of any size, which in the Trustees' judgment creates unreasonable interference with use, and enjoyment of Units and Common Areas, shall be kept in any Unit or brought to Common Areas.

NOTICES

**Items, Services to Sell
Items Wanted**

Contractors We Like

Restaurants You MUST Try

**Do you have something that
would go in this space?**

Let us know!

Wildlife Sightings at Quail Run (Has anyone seen quail?)

Owners at Quail Run are extraordinarily fortunate to be surrounded by conservation land, which gives our homes a rural feel, despite our being literally five minutes from everything we need. Wildlife abounds in the woods, marshes, and fields that embrace our complex.



A pair of white-tailed deer have been seen in the wetlands in the rear of Douglass Green.

A red fox was seen streaking from the rear of Kendall's Mill across the road to disappear into the woods between the pool and the patios behind Saw Mill Brook Way.



A pair of rabbits nestled in the tall grass between the mail station and the back of John-son's Grant, munching grass and listening to the singing of the roofers at work above.

Bird songs abound in the area, but has anyone seen quail or heard their call? Let us know.



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Brook Way cluster. A discussion ensued about the construction and repair of the current signage as well as the construction of the new sign. Jim Boyle will investigate what the current signs are made from and their state of repair and report back to the Trustees.

The Trustees approved the placement of wreaths – one on each sign at front entrance and one on each cluster entrance sign.

The Trustees discussed concepts of how to define and use an advisory group and special committees.

OLD BUSINESS

Due to the lateness of the season, the construction of the berm around the highest part of the circle at Saw Mill Brook Way will be put off to spring.

Speed bumps, speed humps (speed tables) will be replaced by Tom Devaney at the conclusion of the construction. We will have to decide how many and where. There was general agreement that all the speed bumps need not be replaced. We will also place appropriate speed limit signs.

Water heater history report was tabled to next meeting.

Annual Meeting review – At the January meeting, the Board will look at a consolidated list of volunteers and decide how they might be utilized.

The Board discussed the proposal from Bartlett Tree Service. It was pointed out that this is not a contract and that we have not committed to all the expenditures outlined in the proposal. Essentially it is more of a “reserve study”. Each portion would be performed as a separate contract and paid for on a job-by-job basis. Anything that was done by another contractor or by our full-time maintenance person would not therefore be duplicated. The Board agreed to go ahead with Bartlett for 2004 and look at the expenses year by year. In the future for projects of this type, after a “reserve study” is completed, then we should invite at least two contractors to bid on the actual work to be done.

Update on the Roofing, Siding Project

The siding and roofing replacement project for the original 77 units of Quail Run is well underway, but there have been some unexpected occurrences necessitating changes in the schedule for project completion. However, the project is meeting the expectations of the Trustees. While we have encountered some delays, we are pleased with the quality of the workmanship, cleanliness and professionalism of the contractors we selected. Our contractors are Prime Touch, Newton Roofing who are working under the supervision of Bob

McGillicuddy of Engineering Technology Inc.

Unit owners at Saw Mill Brook Way, Johnson's Grant and Kendall's Mill received various communications on the project since work began on those clusters over the summer, including cluster meetings in June and July. At these meetings we distributed material about the project timeline, unit owner responsibilities, and estimated prices for window, slider door and roof fan replacements. Additionally, American Properties Team in conjunction with Bob McGillicuddy has been instrumental in notifying unit owners of pending schedules for their specific units

Several unforeseen factors have resulted in delays. Our project started later than planned due to heavy rains, which extended previous commitments made by our selected contractors. Heavy rains also slowed progress from time to time. The delivery of some windows was delayed because the manufacturing plant, located in Montreal, was affected by the massive power outage several months ago that wreaked havoc with their manufacturing and shipping operations.

Once the windows arrived, we had to make some modifications to achieve a common look among both replacement and existing windows, requiring the ordering of new materials. Because of our color requirements, further delays occurred. The first batch of roof fans delivered was the wrong color and had to be returned and re-ordered. Further, while the roof fans can be disconnected from the exterior of the units, they require reconnection from inside the units, a circumstance that created more delays. We discovered that the soffit vents were insufficient for proper attic air ventilation, requiring the roofers to take extra time to enlarge the vents.

We expect Saw Mill Brook Way and Johnson's Grant will be completed the end of the third week in December; including roofing, siding replacement and installation of replacement windows, slider doors and roof fans. Kendall's Mill roof replacement has been completed, but because of all the delays, we do not expect siding replacement at Kendall's Mill to begin until spring 2004.

For protection through the winter of the area where siding has been removed above a roof, an extra layer of roof felt has been installed, and downspouts and gutters will be repaired or replaced.

After Kendall's Mill, work will commence on Michael's Green and Douglass Green. We expect all three clusters to be completed in 2004. We will kick off the spring with cluster meetings for both clusters.

All residents are advised not to attach anything to the brand new vinyl siding. Doing so will adversely affect the integrity of the new building envelope, defeat the purpose of this project, and

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the unit owner would be subject to fines and would be required to pay for repairs. There will be options for attaching hanging flower baskets, flagpole brackets, and other decorative items. The Trustees will be forwarding information about these techniques in the spring of 2004.

For recent information on the project and other newsworthy information on Quail Run, please peruse the recent additions to our web site: www.quailruncondo.org.

New Unit Owners

- Mr. Gerard and Mrs. Lois Ross
4 Saw Mill Brook Way
- Mr. Eyal and Mrs. Vered Bisker-Lieb
16 Saw Mill Brook Way
- Dr. Richard and Mrs. Jane Norberg
9 Douglass Green
- Mr. Paul and Mrs. Bernadette Bacigalupo
12 Douglass Green
- Mr. John and Mrs. Florence Fitzsimmons
1 Vine Brook Way
- Mr. John and Mrs. Arline Petrino
2 Vine Brook Way
- Ms. Sally Elkind **
3 Vine Brook Way
- Ms. Susan Downey
4 Vine Brook Way
- Ms Elizabeth Holmes
5 Vine Brook Way
- Mr. Charles and Mrs. Rita Raffi
6 Vine Brook Way
- Mr. Edward and Mrs. Mary Liston
7 Vine Brook Way
- Mr. Raymond and Mrs. Claire Kenney
8 Vine Brook Way
- Mr. Frederick and Mrs. Marie DelloRusso
9 Vine Brook Way
- Mr. Paul and Mrs. Adeline Bain
10 Vine Brook Way
- Mr. Arthur and Mrs. Joan Solomon
12 Vine Brook Way
- Mr. Gerard and Mrs. Barbara Boyle
13 Vine Brook Way

**Former and new owner, Sally sold her prior unit in Kendall's Mill and bought her new one.



PLANTINGS

What's Growing at the Landscape Committee

The Landscape Committee was formed at the request of the Board of Trustees. Ten unit owners volunteered to serve for an indefinite period. Our first task was to define our mission and formalize our long- and short-term goals, which have been approved by the Trustees. We then created a three-to-five-year financial and operational plan for landscaping for implementation by the Board of Trustees.

This summer the Committee was asked to document landscape work which would be necessary before the roofing and siding work started. The members did this at Sawmill Brook Way, Johnson's Grant and Kendall's Mill with the aid of an arborist from Bartlett Tree Co. The recommended work has been completed, and we will resume the surveys of the remaining clusters in the spring of 2004.

At the Main Entrance two pine trees and the juniper shrubs were removed. The remaining shrubs have been pruned and the signs and lights have been moved forward. Mums were planted for fall color along with 196 daffodils for next spring. Additional bulbs were planted near the signposts at the entrance to each cluster. We anticipate a burst of color next spring. The Committee thanks Dave Totty for his help. Many thanks to the Unit Owners for their encouraging comments during the volunteer's work. Landscape Committee Members: Marie Kelleher, co-chair Bobbie Seidman, co-chair



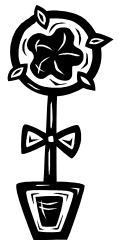
- Roberta Doyle Arlene Gold
- Gale Easton Frank Johnson
- Jackie Katzenstein Eileen Lynch
- Priscilla Samoiloff Marilyn Waehler

QUAIL RUN LANDSCAPE COMMITTEE

Purpose and Goals

Purpose/Mission

- To provide a visually pleasing and cohesive landscaped environment that enhances the architectural beauty of Quail Run.
- To adhere to rules and regulations set forth in the Unit Owners Handbook and the decisions of the Board of Trustees



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with regard to plantings.

- To identify, assess, and recommend solutions to landscaping problems as they occur.
- To promote on-going maintenance programs including fertilization, pruning, pest control and watering.

Goals-Short Term

- Elimination of hazards, e.g., dead trees, overgrowth, as they are identified by unit owners, the property manager, or expert contractors.
- Removal or pruning of trees and shrubs that creates potential damage to the buildings.
- Prevention of loss of planting through proper maintenance, such as pruning, fertilization, and root collaring.
- Planned replacement of removed plantings as appropriate.
- Repair or replacement of any damage to trees and shrubs incurred by winter damage or installation of siding and roofing.
- Provide input into landscaping at Vine Brook Way.



Goals-Long Term

- Provide necessary landscaping data to the Board of Trustees for their budgeting process.
- Make recommendations to the Trustees concerning the following:
 - * Development of a model for uniform appearance of the front of all units.
 - * Establishment of proper sites and uniform heights for trees/shrubs.
 - * Development of a list of acceptable plants to be used in the common areas.
 - * Establishment of written guidelines for the selection of plants, siting, care and maintenance of plantings installed by the unit owners in the common areas.



Volunteer Opportunities

Volunteers are needed to write for The Quail Runner. Please call Joel Seidman 781-937-0406 for more information.

Are you interested in helping out on the Landscaping Committee. Call the Co-chair Marie Kelleher at 781-376-6063.

We need to form a Social Committee to explore how we can further our community spirit. Share your ideas and skills. Call Board Chair Arthur Downing at 781-933-6241.

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