



The Quail Runner

Quail Run Condominium Trust

Volume 2, No. 2, June, 2004

June, 2004

The Quail Runner, our condominium's newsletter, is published four times a year in March, June, September, and December to 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 14.

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From the Chairman of the Board



Well, that endless cold weather is behind us and the rains of spring (and sometimes sun) have followed. The building envelope project is again in full swing with the

guarantee to finish our last three clusters by the end of October. Vine Brook Way construction is coming to an end, with all units sold and last minute landscaping and final paving to be completed by the end of June.

What I would like to talk to you about at this time is our volunteers. As you know, with the exception of the management of the property by American Properties Team, the people making Quail Run a great community to live in, are all volunteers. From the very conception of having our newest cluster (Vine Brook Way) built to the selection of the roofing, siding and windows in our original 77 unit building envelope project, including the financial calculations, every detail was accomplished by volunteers. Our newest committee, on landscaping, is in full swing, determining guidelines to beautify Quail Run. We are blessed by having a vast complement of intelligent unit owners. The Trustees could not have accomplished all that we have without your help.

In order to continue this work, the Trustees are looking for more help in the years to come. In the original 77 units, problems in areas such as privacy fences and deck restoration as well as drainage

must be addressed to maintain the older part of the community. In our newest cluster at Vine Brook Way, landscaping, particularly in the detention pond, must be addressed.

I encourage you to contribute to what we have started by volunteering. I encourage you to call me to find out how you can help.

From Your Property Manager



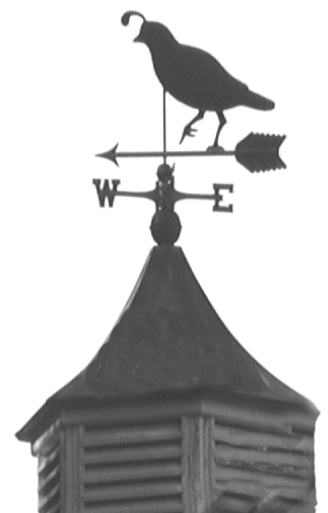
Summer is here after a very short, wet and cold spring!!! As you can see, a lot of activity is under way. The roofing and siding contractors are on the job and working hard.

The roofers finished up their work June 15th. The siding project is scheduled for completion on or about October 27th. Inclement weather can slow the progress of the siding project.

Tom Devaney, the developer for Vine Brook Way, is also finishing and will be closing his office in a few weeks. He still has some finishing touches to add such as the topcoat of asphalt and some additional landscaping.

With all the activity and children starting to use the pool, I would like to ask everyone to use caution when driving in Quail Run. REMEMBER, the speed limit is 20 MPH. Many cars have been observed driving too fast. Please obey the traffic rules at Quail Run.

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Rich DeFilippo, our maintenance supervisor has been working on the property for the past month or so. If you see Rich, introduce yourself. If you have a work request please call the office, send an e-mail or leave a message at the Mail Box. We plan to move into the new garage at Vine Brook Way and when we do, we will have a telephone and answering machine installed. More on this later.

We are in the process of obtaining bids to correct some of the major drainage problems. Rich is working on some minor drainage problems. We will continue to correct all drainage problems as the budget allows.

We are also obtaining bids for painting of all decks and those windows that have not been replaced. It is expected that this work will be done in the early fall.

I hope you have a great summer and pool season.

Jim Boyle

VINE BROOK WAY VIEW - 1

At Vine Brook Way, we are looking forward to summer, to the last unit to be occupied on June 30th, and to saying "good bye" to the dumpster.

Our "snow birds" are back from the winter in Florida, and we all have been out planting. A walk around the cluster and you will be able to see that we have many "green thumbs" among us.

Everyone seems to be happy in their new home at Quail Run. We are looking forward to many new friends and long-lasting friendships. [Thanks to Florence Fitzsimmons]

[Editor's note: Take a stroll up the hill to Vine Brook Way and enjoy the beauty and the color of the flowers in the front of their units. I did.]



VINE BROOK WAY VIEW - 2

March was a cold, blustery month, but seeing a family of deer made it all worthwhile.

It was an early morning about 6:00 a.m., maybe even a bit earlier, when we saw this beautiful sight from 2 Vine Brook Way. As we looked from our dining room into the conservation land and gas line easement, we saw four deer in a range of sizes. The large one with antlers looked so stately. We assumed the next smaller one was Mom and the two smaller ones were their offspring. Oh! What a lovely sight to see! They were so close, eating some ground cover and drinking from the stream that runs there. Approximately twenty minutes later, they walked out of sight. Since then we have seen one deer now and then, but not the family of four.

Fox and coyote are frequently seen here along with the rabbits, **but no quail yet!** (Thanks to Arline and John Petrino)

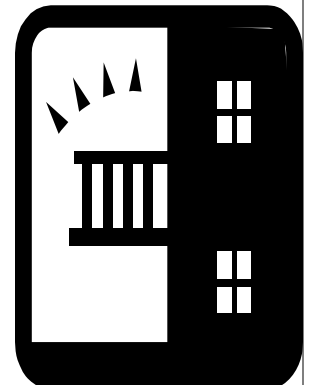
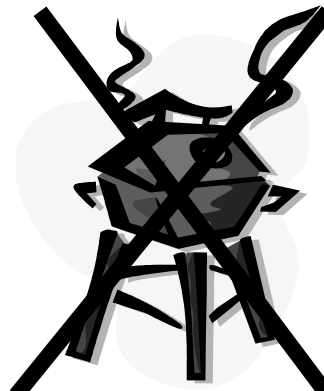
[Calling all bird watchers and nature lovers! Let us know what critters you have seen sharing our space.]

SUMMER SENSE

At last! Summer is here, the season of flowers, sunshine, cook-outs... and mosquitoes. The bugs can sting and bite, and so can fire. It's time for a friendly reminder about using common sense, abiding by our Rules and Regulations, and obeying the law. Here is the wording from our Owners Handbook:

"The City of Woburn does not permit gas grills or barbecues, using flammable fluid as a starter, to be used on wooden decks or balconies. On the ground level they must be at least ten feet from any wooden structure. Grills with propane tanks attached, and unattached tanks, empty or with contents, cannot be stored indoors, in garages or in carports. Please use caution and common sense."

Electric grills (the type which can also be used indoors) can be used on our decks.





MARCY GOLDSMITH AWARDED PhD

Hearty congratulations are in order for Marcy Goldsmith of 15 Douglass Green, who was awarded the PhD degree by Tufts University this past May. Dr. Goldsmith completed six years of work on the relation between nutrition and behavior. During her early work as an occupational therapist treating children with neurologic conditions, she noted that many of her patients were “picky” eaters, whose parents had difficulty getting them to eat a balanced diet. She began to teach a workshop about working with these youngsters, and she became fascinated by how food preferences develop in children and adults. For her Master’s degree, which she earned three years ago, she studied the ability of adults to taste a bitter chemical and their food preferences. One-third of American adults now lack the ability to perceive bitterness, a marked increase over what had been found in the past. Our hunter-gatherer ancestors, Dr. Goldsmith postulated, had to be able to tell the difference between foods that were safe to eat and those that were poisonous, and since many toxic substances in nature are bitter, the ability to taste bitterness was important for survival. Those who could taste the natural poisons - the “tasters” - would be more likely to live long enough to reproduce and pass on the genes that control for tasting bitterness. In modern times, with the plentiful availability of safe, processed foods, the survival advantage conferred by the ability to taste bitter chemicals became irrelevant, and the proportion of “non-tasters” in our population increased. In her research, Dr. Goldsmith found that tasters tended to have a lower body-mass index, a measure of obesity, raising the possibility that not being able to perceive bitter tastes might be a factor in the rising incidence of obesity in our society. However, the ability to taste bitterness appeared not to be a factor in the food preferences of adults.

For her doctoral dissertation, Dr. Goldsmith looked at the development of food preferences in kindergarten-aged children. She studied 88 children between the ages of four and seven by giving them three foods they had never tasted before – unsalted blue corn chips, Boston brown bread, and dried papaya chips – broken up into small pieces so that they all looked similar. The factors she looked at included the attractiveness of the packaging material and how strongly other children recommended the food. The packaging turned out not to be a factor, but the recommendation of others was a major determinant.

Her future work could include studying the causes of obesity. Dr. Goldsmith will be teaching a course on nutrition and behavior at Tufts this coming fall.



QUAIL RUN HIRES FULL-TIME MAINTENANCE SUPERVISOR

Meet Rich DeFilippo, Quail Run’s new maintenance supervisor. Rich’s duties include general repairs and painting, small construction projects, minor tree trimming, etc., etc., etc. He will also keep a close eye on our common areas, looking for small problems to correct before they become big ones. In addition, he will supervise the contractors who provide major services such as landscaping, irrigation, snow plowing, and painting to ensure that we are getting our money’s worth. During the summer months, one of Rich’s major duties is to care for the pool, which requires chemical testing several times a day to ensure it is safe for our use. Of course, he is a certified pool technician.

He is on site four days a week, Monday, Tuesday, Thursday, and Friday. Rich will be working at other sites on Wednesdays. For the time being, you may contact Rich by calling APT at (781) 935-4200, Ext. 270, and leaving a message with Nancy Cahill. When the Vine Brook Way developer finishes the project, the garage will be turned over to the Trust and will become Rich’s office, with its own telephone number, answering machine and fax machine.

Say “hello” when you see him and welcome him to Quail Run.





PLANTINGS What's Growing at the Landscape Committee

A few months ago, the Landscape Committee undertook the task of writing guidelines for planting in common areas by Unit Owners at Quail Run. The current guidelines can be found scattered in various sections of the condominium Rules and Regulations and in the Unit Owners Handbook. In our attempt to revise and consolidate the guidelines, we found more questions than answers, and the task took longer than we anticipated. The revised guidelines have been submitted to the Board of Trustees for their review and approval. [See next three articles.]

Last winter's prolonged and severe cold spell and lack of protective snow cover has taken its toll on many of our shrubs. An arborist has evaluated the situation and given his recommendations for which should be removed. At Johnson's Grant, there are 9 shrubs that are beyond recovery and one that needs pruning. In Saw Mill Brook Way, the arborist recommended the removal of 13 shrubs and the pruning of another. At the pool house and tennis court, three shrubs have to be removed. Sixteen shrubs in Michael's Green are not salvageable and two others need pruning. Shrubs at Kendall's Mill did not fair any better, with 13 needing removal. While all 25 or so junipers along the right side of the entrance road to Kendall's Mill and Michael's Green look unsightly, the arborist recommended not removing them at this time. Douglass Green was hit particularly hard, with more than 20 shrubs too far gone to be salvaged and a half-dozen needing pruning. It will cost more than \$1500 to accomplish this work, which should be done within the next month, but the cost of replacement has not yet been estimated.



Cherry blossoms announce spring at Quail Run

Board of Trustees Approves New Landscaping Guidelines and Rules

After many meetings and much discussion the hard-working members of the Landscape Committee, ably led by Marie Kelleher and Bobbie Seidman, developed Guidelines for Selection, Siting, Care and Maintenance of Plants Installed in the Common Areas by Unit Owners. These Guidelines underwent further review and modification by the Trustees and were approved. They are now an official part of the Unit Owners Handbook. These Guidelines are published here and will appear also on our web site (www.quailruncondo.org).

Introduction: Landscaping Practices at Quail Run

Summer has arrived and the deck furniture and grills have blossomed for barbecues with friends and family. Many of us have already added color and beauty to the planting beds around our units. This is a good time to review the Quail Run Condominium Trust Guidelines for Selection, Siting, Care and Maintenance of Plants Installed in Common Areas by Unit Owners, which the Trustees and the Landscape Committee have recently developed to strike a balance between maintaining a common look and feel throughout our beautiful community and encouraging the creativity of individual Unit Owners. Our common goal is the enhancement of our enjoyment (not to mention of our property values) of our homes.

Feel free to add your personal touch to the flower beds surrounding your unit. Choose plant sizes that are proportional to your unit. Items appropriate for a single family home may be too large for Quail Run. Please see the Landscaping Committee's recommendations for plant selection and placement, which are also designed to protect the integrity of the buildings. Take into account the sun and water requirements of your selections.

You may plant annual flowers in the beds immediately around your unit. Perennials are also permitted, but you are responsible for caring for them. (When you sell your unit you must restore planting beds to their original state or

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obtain an agreement from the buyer to assume responsibility for the perennials.) You may plant shrubs **after obtaining approval** of the Trustees. (You are responsible for watering and caring for shrubs for one year after planting. Thereafter the Trust's landscaping service will assume responsibility for their care.)

We ask that you not place anything on the lawn – or on adjacent areas like drain covers – where they can obstruct lawn maintenance like mowing and fertilizing. Instead place personal items on decks, patios and front porches. Bird feeders bird houses and bat houses may be placed in the rear of units, at least 10 feet from the building. Do not place birdbaths or other ornaments that can catch rain water around your unit, because they provide a breeding ground for mosquitoes.

Please do not nail or screw anything into the vinyl. Repair of damage to vinyl caused by residents is the financial responsibility of the respective unit owner. Soon we will publish specifications for hardware which you can use to suspend hanging flower baskets and pots from the underside of front porch roofs. We will also publish a method for affixing flag poles without damaging the vinyl siding or trim.

Unit Owners should be in the forefront of assuring adherence to the Landscaping Guidelines. As neighbors we owe it to ourselves to respect each other's tastes and sensitivities and work together as a community. Talking with your neighbors about each other's planting plans is always appropriate.

Thank you in advance for helping to make our community beautiful and one in which we can take great pride.

The Board of Trustees



Guidelines for Selection, Siting, Care and Maintenance of Plants Installed in Common Areas by Unit Owners

We have been given a beautiful natural environment. It is up to us to enhance and maintain it in a visually pleasing and cohesive manner, which will continue to complement the architectural beauty of Quail Run. It is necessary for all of us to adhere to the rules and regulations set forth in the **Unit Owners Manual** and abide by the decisions of the Board of Trustees regarding individual issues. The Landscape Committee will assist the Board of Trustees in identifying, assessing and recommending solutions to landscaping problems as they occur.

Guidelines for Plantings in Front and Side of Quail Run Units

All permanent beds may be enhanced with annual plants and bulbs. If perennials are planted they must be no more than 3 feet in height and no less than 2 feet from the foundation. Additionally, they should be non-intrusive and appropriate in color and form to the existing beds and should be well maintained by the Unit Owner. (See end of this article for a list of suitable plants and shrubs.)

Any existing permanent plantings in front of the Units may not be removed without review of the Board of Trustees and the Landscape Committee. Enlargement of existing beds is not permitted. All plantings around lampposts and in existing common beds must be well-maintained if planted by the Unit Owner.

Pruning of trees and shrubs by the Unit Owner is not permitted. Contact maintenance person if pruning is needed.

Shrubs may be replaced by the Unit Owner **with permission from the Board of Trustees.** The Unit Owner must maintain new shrubs by watering and fertilizing for the first year. There-

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after, the landscaper hired by Quail Run will be responsible for the care of the shrubs.

Freestanding plants in pots and boxes must be confined to the front entrance or side patio. Hanging planters and pots may not be attached to the siding.

Any ground covers must be kept under control and well maintained so as not to interfere with lawn care.

Vegetables of any kind may not be grown in the front beds, but may be allowed in the rear **with the approval of the Board of Trustees.**

Artificial flowers, statuary, barrel planters, etc. are not permitted in the front of units. These items may be displayed in the rear. Bird feeders, bird houses, and bat houses may be placed in the rear of units, at least 10 feet from the building. Bird feeders should be squirrel-proof. Birdbaths and other ornaments that can catch rain water are not allowed, as they are breeding grounds for mosquitoes.

It is important that all residents monitor the sprinkler system to be sure that the appropriate areas are receiving the water and that siding and windows are not being sprayed. Please report any sprinklers not working properly to the maintenance supervisor or leave a message in the box at the mailbox shed.

Guidelines for Plantings on Decks and at Rear of Quail Run Units

Flower pots and planters must be placed securely on the floor of the deck. A raised saucer under the pot or planter is advisable to allow for air circulation and to prevent the collection of water on the deck.

Hanging pots may not be attached to the vinyl siding or the deck rail.

Plantings should not interfere with your neighbor's deck.

Any changes to the size and shape of the patio must be submitted in writing to the Board of Trustees. Please refer to the form provided for this purpose in Appendix 1 of the condominium Rules and Regulations.

The care and maintenance of changes in the patio area are the responsibility of the Unit Owner.

Shrubs and plants under the windows must be no more than 3 feet in height and no less than 2 feet from the foundation. Caution must be taken to avoid damage to the building or the privacy fences. (See page 3 for list of suitable plants and shrubs.)

Plants and shrubs must not interfere with your neighbor and should not go beyond the area indicated by the privacy fence. The Board of Trustees must approve of plantings beyond this area.

Your deck and patio design is an expression of you. Your only limits are space, time and your ability to care for them.

Finally, you should be aware that Quail Run Condominium Association requires any Unit Owners selling their unit either to restore all planting beds to their original condition or obtain agreement from the buyer to accept and care for any plantings installed by the seller. A form (Seller/Buyer Agreement Regarding Plantings) for this purpose is available from the management company and must be submitted before you can receive the 6D certificate needed for closure of the sale.

Landscape Committee June 2004

- Gerry Boyle
- Roberta Doyle
- Arlene Gold
- Jackie Katzenstein
- Marie Kelleher, co-chair
- Eileen Lynch
- Pinky Samoiloff
- Bobbie Seidman, co-chair
- Marilyn Waehler



Suitable plants and shrubs for use in the common area

Landscaping and gardening for condominiums has many limitations. Unit owners must adhere to rules and regulations, and there is limitation of space as well. When buying plants and shrubs for your unit, the key words are DWARF and COMPACT. Many new varieties are available at the garden centers. Be sure to check the labels for growing requirements e.g., sun, partial shade, full shade, and hardiness zone.

Shrubs suitable for foundation planting

- Azalea dwarf variety
- Birdsnest spruce
- Cotoneaster (check label, many varieties are low growing and spreading)
- Dwarf Boxwood (subject to winterkill)
- Dwarf Japanese Holly (many varieties)
- English Yew (check growing habits, many varieties)
- Hanoki False Cypress
- Hydrangea smooth or silverleaf
- Japanese Barberry
- Laurel compact variety
- Mugo pine
- Slender Deutzia (not evergreen)

Low maintenance perennials

- | | |
|--------------------------|---------------------|
| Astilbe | Dwarf Blanketflower |
| Bleeding heart (fringed) | Hardy Geranium |
| Campanula | Hosta |
| Coralbells | Sedum |
| Coreopsis | Shasta Daisy |
| Creeping Phlox | Siberian Iris |
| Daylily | Yarrow |

Ornamental Grasses

- Blue Fescue
- Fountain Grass
- Maiden Grass



Seller/Buyer Agreement Regarding Plantings

Dear Unit Owner,

It has come to the attention of the Quail Run Trustees that you have placed your unit on the market to sell.

We would like to take this opportunity to wish you luck with the sale. We hope that residing at Quail Run has been a good experience for you.

We are also writing to inform you of a Quail Run Association rule that stems from our flexibility in allowing residents to plant bulbs and perennials in the front and rear of their units, as well as occasional vegetable plots in selected areas. This was allowed by the Association with the understanding that you would either restore those planting beds to their original condition or obtain agreement from the new owners that they will accept your plantings and care for them as their own, as if they had planted them. We ask that you and the buyer decide on one of these two options once the unit is sold, fill out the form below, and return it to APT prior to your requesting Form 6D, which is necessary for the closing.

(If you have not planted anything that might require ongoing care, please sign at the bottom and return to APT.)

Unit Number _____

Seller _____

Buyer _____

I agree to return all planting beds in front and behind my unit to their original condition.

Signature of Seller _____ Date _____

OR

I agree to care for the all bulbs and perennials, other than shrubs, in the planting beds in front and behind the

Signature of Buyer _____ Date _____

/We have not planted anything around our unit that might require ongoing care.

Signature of Seller _____ Date _____



ARE YOU INTERESTED IN ? . . .

1. Playing (or learning to play) mah jong. We need 2 more people. Games would probably be once a month.
2. Holding a book swap. Bring some, take some. Probably mid-July.
3. Holding a garage sale? Probably late July or early August.
4. Vine Brook Way cluster meeting once a month to discuss timely issues to report to the board.

If you are interested, call me at 781-938-8698 and I'll get things moving.

Sally Elkind

SOCIAL NOTE

TRUST PLANNING VINE BROOK WAY WELCOME

The Quail Run Condominium Trust is planning to welcome our new Vine Brook Way neighbors at a social gathering and cook-out at the Pool House in mid- to late July.

WATCH YOUR MAIL FOR THE ANNOUNCEMENT OF THE DATE AND TIME



RESTAURANT REVIEW:

Tremonte Restaurant
397 Main Street, Woburn Center
781-938-4020

This fine Italian café is a credit to Woburn. It offers moderately priced dishes from antipasti to cannolis. The menu is extensive with some unusual dishes. The food is nicely prepared and beautifully presented, hot and delicious. Service is very good. The wine list is not extensive, but perfectly adequate and reasonably priced. Reservations a must, especially later in the week. (JS)



New Unit Owners

- Christine & William O'Shea**
— 15 Vine Brook Way
- Josephine & Louis Riccardelli**
— 16 Vine Brook Way
- Eleanor Merz & Harold Scheibert**
— 6 Kendall's Mill



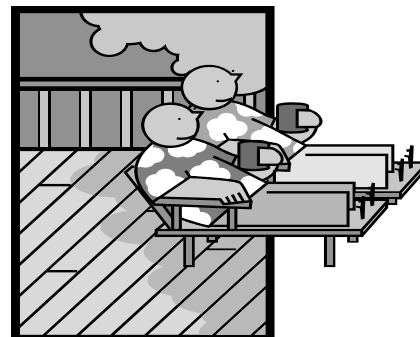
To Our Community

DECK MEETING TO BE HELD IN AUGUST

Next month (on a date to be determined) there will be a meeting for Owners of units with decks. The purposes of the meeting include:

- To inform Owners about the problems with the decks and their causes
- To outline the proposed solutions to the problems and their costs
- To familiarize Owners with the new deck specifications
- To review the responsibilities of the Owners and the Trust
- To meet with Matt Linehan, an expert on deck construction and repair

WATCH YOUR MAIL FOR THE ANNOUNCEMENT OF THE DATE, TIME, AND PLACE.





**NEW RULES AND REGULATIONS REGARDING
UNIT OWNER ATTENDANCE AT MONTHLY
BOARD MEETINGS**

(The Board of Trustees has been receiving frequent requests from Unit Owners wishing to attend Board meetings. The Board welcomes the interest of and input from Unit Owners, but limitations of space and time necessitate the regulation of those who wish to attend. Prior rules and regulations allowed Unit Owners to bring issues to the Board with prior notice, but did not allow Unit Owners to attend as observers. The Board has approved these new rules and regulations to allow a limited number of observers.)

The Board of Trustees meets monthly with the management company to review and update the business of the Trust. The location and date of the meeting, usually the first Wednesday evening of the month, is posted at the mail box area. Any Unit Owners who wish to attend and address the Board shall contact the Property Manager one week prior to meetings to place their particular issues on the agenda.

Unit Owners are welcome to attend and observe the open session of the meeting. Meetings are usually held in the Unit of one of the Trustees, and space is therefore limited. Unit Owners wishing to attend as observers shall contact the Property Manager one week prior to meetings to ensure that sufficient seating will be available. The Trustees reserve the right to limit the number of observers at any meeting.

The Board may invite Unit Owners and others to attend meetings as guests in an advisory capacity.

**MINUTES OF MEETINGS OR
BOARD OF TRUSTEES
April—June, 2004**

April 7, 2004

Present at the meeting were Trustees A. Downing, J. Alpert, C. Bergeron and F. Pedulla, guests Unit Owner R. Waehler, Senior Property Manager J. Boyle, APT, R. McGillicuddy, ETI. (Trustee J. Seidman arrived at 8:00 p.m.)

The meeting was called to order by A. Downing at 6:30 P.M.

Minutes of the March 2004 meeting were approved.

Building Envelope Project (Mr. McGillicuddy)

McGillicuddy as been in contact with the Unit Owners in Kendall's Mill and has ordered the windows for the first three buildings. He will be contacting the owners in Michael's Green in the next two weeks to determine how many windows are to be replaced.

He reported that Prime Touch will be going back to Saw Mill Brook Way and Johnson's Grant to finish up some of the loose ends at these two clusters,

The gutters will be installed when a building has been completely vinyl sided. The roof on the poke-out at 8 Johnson's Grant was not done, and it was decided to re-do it. Mr. McGillicuddy will see if the main roof needs to be redone.

Mr. McGillicuddy was asked to review the roof list to be done at Michael's Green. We would like to have all the roofs done that should be done, before Newton Roofing leaves Quail Run.

Mr. McGillicuddy reviewed the latest cost of windows and sliders. He said say that he is getting a discount, and unit owners are enjoying the benefit of this discount.

Vine Brook Way Status (Mr. McGillicuddy)

With the exception of Unit 11, all units have been sold and turned over to the Trust. The remaining unit is under agreement.

Mr. Boyle went over the punch list with the developer, and he assured us that all items would be complete before he leaves the project. He is in the process of adding lights.

Jim Boyle also spoke to the Trust's attorney, Charles Perkins, who is of the opinion that the Trust has plenty of options if the developer does not finish up as per the agreement with the Trust.

There was a discussion about the emergency road.

NOTICES

**Items, Services to Sell
Items, Services Wanted**

Contractors We Like

Restaurants You MUST Try

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

Let us know!

(Continued on page 10)



(Continued from page 9)

The city of Woburn has not responded about the responsibility of keeping the emergency road clear. It was also noted that the gate at the entrance at the head of Sylvanus Wood Lane is missing.

Financial Report

Mr. Waehler reported that, based on the latest financial information, the building envelope project remains within the budget.

Manager's Report

With the exception of two unit owners who owe a late fee, all accounts are current. The Trust continues to have an excellent record in collecting condo fees.

The Work Order History for the month of March, 2004 included the following items:

- Clean up the pool house
- Repair the garage doors at 15 Michael's Green and 4 Saw Mill Brook Way
- Exhaust fans connections
- Trim branches at pool and on various sidewalks

New Business

The final job description of the maintenance supervisor was discussed, and it was pointed out that the Trustees wanted to make sure that the maintenance supervisor would be proactive.

Cluster signs need to be upgraded. Mr. Boyle has a quote from Gamett signs. It was decided to have an ad hoc committee make recommendations to the Board as to the color.

Another discussion on speed bumps focused on speed tables or bumps. We have not been able to obtain specifications on speed tables. It was noted that something must be done to slow people driving at Quail Run

Several of the privacy fences have fallen over, and we need to initiate a committee to evaluate the replacement of these fences at Quail Run.

Mr. Boyle distributed a list of the drainage problems that unit owners reported. A discussion ensued about setting a priorities and how much money was available to repair the trouble spots. The criteria remain safety, damage to building, and finally aesthetic considerations.

A letter was sent to the unit owner of 14 Michael's Green concerning the dog droppings around his and his neighbors' units.

Mr. Boyle reported that lawn decorations are in place in the front lawns of several unit owners at Vine Brook Way. After some discussion, Ms. Bergeron offered to draft a recommendation concerning lawn decorations.

Several unit owners have asked to attend Board Meet-

ings. There was some discussion concerning the lack of space. Dr. Seidman offered to draft a recommendation about attendance at Board Meetings.

Old Business

We are still waiting for approval from the conservation commission for the additional parking at the Circle at the bottom of Vine Brook Way.

Several unit owners still refuse to replace water heaters that have exceeded the warranty period. Mr. Alpert volunteered to speak with several of these Unit Owners.

Charles Perkins sent the Board an opinion concerning the stairs at 1 Johnson's Grant. This matter was discussed executive session. The matter was tabled until the next meeting.

The meeting adjourned at 9:30 p.m.

May 5, 2004

The meeting was called to order at 6:30 p.m.

Present were Trustees A. Downing, J. Alpert, J. Seidman, C. Bergeron and F. Pedulla and guests Unit Owner R. Waehler, Senior Property Manager J. Boyle, Maintenance Supervisor R. DeFilippo, R. McGillicuddy, Engineering Technology, Inc.

Maintenance Supervisor Report

Mr. DeFilippo reviewed his maintenance log for the month. The log is in Excel format and can be used as a tool for identifying and tracking problems. APT will provide him with shirts with the Quail Run logo which he can wear as a uniform to identify him while he is working on the property. His will be on site three full days and two half-days a week. Unit Owners may contact Mr. DeFilippo through Nancy Cahill at APT by phone or by e-mail, or by dropping a work request in the box at the mail boxes. APT will follow up with ELDCO to make sure outstanding spring clean-up tasks are completed.

Building Envelope Project (Mr. McGillicuddy)

Kendall's Mill - All windows have been delivered. Four needed to be re-ordered. Carpenter ants were found at 4 KM. Two chimney boxes need to be sided. At 1 KM there was about \$3,000 damage from water leaks below second floor bathroom windows that rotted out exterior framing. The framing has been replaced from below windows to above first floor slider door. This cost is in addition to those incurred for the damage near the kitchen

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windows.

Window orders for two buildings at Michael's Green will be ready to go after hearing from one last unit owner. It was determined that the roof at 8 Michael's Green needs to be replaced, even though it was not included on our original list of roof replacements. The estimated cost is \$8,300.

The new shingles on the car port roofs at Saw Mill Brook Way and Johnson's Grant are buckling, possibly due to the installation of 30 lb felt rather than the 15 lb felt in our roofing specifications. The heavier felt should have no adverse impact to the life of the new roofs and may "unbuckle" over time. It was decided to have the car port roofs at Saw Mill Brook Way replaced, but not those at Johnson's Grant, because they are not easily visible.

The painting specifications have been completed, though not available at the meeting. For the windows that are not replaced, the specification calls for stripping and sanding off old paint along the edge of the windows, and applying one coat of primer and one coat of paint. The windows have to remain open for three days to dry properly to prevent sticking. There was disagreement about whether stripping and painting was the best approach for original windows. The other option discussed was to sand window edges down to the wood and leave it unpainted. ETI will get two bids from each bidder for painting, one using the stripping and painting approach described above, the other leaving the window edges bare.

There have been delays in the roofing and siding, due primarily to the work at 1 KM, heavy April rains, absence of Spanish-speaking supervisor, late start of the second siding crew and late start of the window installation crew. Prime Touch, the contractor, maintains that the project will be completed by the end of September.

Vine Brook Way (Mr. McGillicuddy)

The developer closed on Unit 15, the last unit to be sold. Grading with loam around the buildings is being done. Storm drain and sewerage pipes had previously backed up due to rocks located in the pipes. The developer had to pay to have problem fixed. Mr. McGillicuddy is to ensure that the problem has fixed correctly for the long haul.

VBW Unit Owners requested that planters with evergreens be installed at each trash pad. The cost to install planter boxes was estimated by Bartlett to be \$2,000 to \$3000. An alternative solution might be to cover the pads with 6-8" of dirt and plant shrubs in front of the pads. Mr. Downing has encouraged Vine Brook Way Unit Owners to give the second solution serious consideration, since the planter box option is too expensive to be funded

by the Trust. The Vine Brook Way Unit Owner who is the Unit Owners' representative for closing out punch list items will be asked to get a reading from the other Unit Owners on the second trash pad solution.

Parking at the ellipse was approved by the city. The landscaping plan for the ellipse calls for a berm, grass, three large rocks, four evergreens, and a sprinkler system. There is a manhole pipe that the developer must be raised.

The Owner of Vine Brook Way Unit 6 requested permission to install a patio below the deck that extends beyond the deck on one side for barbeque grill. Trustees Alpert, Bergeron, and Pedulla walked the site. The unit owner has chosen brick that resembles brick used throughout the original 77 units. APT will notify the Owner of Unit 6 that signed approval from both neighbors is needed before the board will grant approval for the patio.

Managers Report

The year-end fiscal report from auditors confirms there is \$17,000 left over from the 2003 budget. That money can be put into operating expense budget or redirected to the reserve account at the discretion of the Trustees. Year-to-date, our expenses are under budget by \$8,000. Two unit owners owe a late fee; all others are current.

New Business

APT solicited two quotes for servicing the irrigation system. Only one, for an estimated \$7,400 – \$8,600, was presented to the Trustees at the meeting. The second quote and a more thorough comparison of the two quotes will be prepared in time for our next meeting. Costs may be offset by a reduction in the annual sprinkler maintenance costs. Both providers identified the improper placement of some sprinkler heads too close to the buildings.

Bartlett Tree will not charge us for stump removal.

Twenty-two front doors need to be re-painted because of peeling, the cause of which is not clear. A quote of \$200 per door to strip, sand, prime and paint was received, for a total of \$4,400. The painting contractor will try to determine the cause of the peeling so that we might be able to prevent it in the future.

The Trustees discussed the installation of speed humps (also known as speed tables) in preference to speed bumps. Additional discussion must be postponed until we know if the city allows speed humps. However, we need to decide quickly since the Vine Brook Way developer is funding the re-installation of the speed bumps.

APT re-issued the report of the condition of privacy

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fences and decks. APT estimates the cost for replacing, repairing and painting privacy fences in need of work (according to the Aug 4, 2003 report) to be \$12,000 - \$15,000. There was discussion on whether Quail Run should consider replacement with vinyl or current materials. We need to better understand costs (installation and on-going maintenance costs) for each alternative. A committee consisting of Msrs. Downing, Alpert, Deasy, and Samiotes plus a representative from the Landscape Committee will be charged to make recommendations to the Trustees regarding repair and replacement of privacy fences and decks.

APT is awaiting a master plan from ETI on drainage issues and their recommended solutions for Saw Mill Brook Way. No analysis has been prepared to date based on the results of the Unit Owner survey of drainage problems conducted in April. We must establish priorities of expenditures and action based on safety concerns as well as integrity of the buildings and foundations.

APT obtained one quote for sealing of cracks in the asphalt surfaces from New England Sealcoating Co., Inc. The estimate total is \$8,527 - \$9,527 based on the following breakdown: \$4,127 for pavement, \$2,000-3,000 for tennis court and \$2,400 for catch basins. There may not be sufficient funds in the current fiscal year budget to accomplish sealing of all these areas. APT will obtain another quote.

A number of plants appear to be casualties of the severe winter temperatures. Bartlett Tree suggests waiting a while longer before making any plant removal decisions. Several shrubs at the main entrance could be a few of the casualties.

Old Business

A cluster sign for Vine Brook Way was ordered according to the new design proposed by the Landscape Committee.

Discussion took place on the pros and cons of replacing the stairs near 1 Johnson's Grant. The Trustees decided to replace them, using the same design used in Saw Mill Brook Way. All future changes to common areas that affect multiple Unit Owners will be made only after the planned change is documented and circulated to them so that any objections are dealt with.

There will be 8 additional parking spaces at the Vine Brook Way circle. No additional insurance is required for the parking area. However additional insurance will be necessary when the Trust takes over the garage currently occupied by the developer. A lottery system will be used to allocate the spaces. The fee will be \$50 monthly,

which is commensurate with other condo complexes. Once the spaces are in use, Quail Run will institute fines for parking violations.

The Unit Owners at 9 Kendall's Mill may install an awning on side patio so long as it follows the specification already in the Unit Owners Handbook. Drop down screens have not been approved yet. A determination will be made after the Unit Owners provide colored photos, dimensions, and specifications.

The meeting adjourned at 10:00 p.m.

June 2, 2004

The meeting was called to order at 6:30 p.m. Present were Trustees A. Downing, C. Bergeron, J. Alpert, J. Seidman, and F. Pedulla, and guests Unit Owners R. Waehler, M. Kelleher, and B. Seidman, Senior Property Manager J. Boyle, APT, Maintenance Supervisor R. De-Filippo and R. McGillicuddy, ETI.

Incident Report and Speed Bumps

Mr. Boyle reported with regard to an accident Tuesday evening June 1, 2004. Mr. Boyle said that apparently a vehicle heading up the main road in Quail Run towards Vine Brook Way ran over the right side of the ellipse and into the maintenance garage to the right of the ellipse resulting in considerable damage. The vehicle was left with a note attached. The Woburn Police were notified and investigated the accident. The developer is still the owner of the garage and is therefore responsible for effecting repairs and following up with the responsible party.

The discussion then turned to the speed bumps that the developer has agreed to replace. Mr. Boyle then spoke about the possibility of purchasing one or possibly two portable speed bumps. They basically can serve the same purpose as the permanent type, yet can be removed and repositioned elsewhere if necessary. The developer will place three permanent speed bumps: one just before the entrance to Johnson's Grant (traveling towards Vine Brook Way); the second beyond the entrance to Saw Mill Brook Way; and the third at the base of the road heading into Vine Brook Way. The Board also agreed to purchase one of the removal-type speed bumps and place it either before or after the entrance to Douglas Green.

Landscaping Committee Report

Mrs. Kelleher gave an update of the conditions of shrubs that were affected by the severe cold winter. It was suggested by the Board that she should have Bartlett

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Tree Services give her a cost of removing and replacing those shrubs that he felt needed to be replaced. It was also noted that much of the budgeted monies for the year 2004 have already been spent, so that it will be necessary to know how much it will cost for this project and whether the monies are available at this time. She presented for discussion a document prepared by her committee entitled "Guidelines for Selection, Siting, Care and Maintenance of Plants Installed in the Common Areas by Unit Owners." She stated that the committee felt the Unit Owners had to take responsibility with regard to their own plantings. She suggested that there should be a form Unit Owners should be required to sign indicating their responsibility for their own plantings, as well as prospective buyers' responsibility in the event Unit Owners were to sell their unit. The Board agreed to this proposal and agreed to develop a form. The Board made some revisions to "Guidelines" and agreed they should be included in the Unit Owner's Manual.

Financial Report

Mr. Waehler reported that the cost of work performed to date remains in line with the projection. Additional charges for work on 8 Michael's Green and 1 Kendall's Mill were covered by the contingency monies, which still has a balance of approximately \$20,000.

Building Envelope Update

Mr. McGillicuddy stated that, in spite of some change order costs incurred, the contingency monies have been able to meet the cost of these needs. The contingency account continues to be ahead of change order costs. All window orders for Kendall's Mill have been placed and delivered, with the exception of two orders that should arrive next week. At Michael's Green, half of the Unit Owners have been contacted for window ordering, and those orders will be placed in about one week. The remaining Unit Owners will be contacted beginning the week of June 21, 2004. Newton Roofing has almost completed their work. They have agreed to replace the garage roofs in Saw Mill Brook Way, which were considered to be installed improperly, causing a wavy appearance. With regard to the siding work, Prime Touch still feels that he will complete the job by the end of October, 2004 despite weather delays.

Maintenance Report

Rich DeFilippo reported he is still picking up the rubbish from Vine Brook Way and placing it in a convenient

area for Waste Management. He is looking into separate containers for recyclable items. He will supply the Board with work order sheets for calls received from unit owners and actions taken. He has contacted American Fence to gather information and quotes on replacing privacy fences, which he feels the Board needs to start looking into, because some are ready to fall. The Board will form a committee to address this issue. He showed the Board a sample of coloring that might be used on cluster signs - dark green background with gold lettering. It was suggested that a colored border (e.g., beige) would be attractive. No final decision was made by the Board at this time.

The minutes of the May 2004 Board meeting were approved.

Manager's Report

All accounts are current, but three unit owners owe late fees. Szczechowicz Landscape Service was awarded the contract for maintenance of the irrigation system. They will open the system and update it with rain sensors. The repairs to 1 Kendall's Mill are complete, with an estimated cost of \$3500. The front doors that were peeling have been scraped and repainted.

New Business

The tennis court surface needs some repair work. Quotes are being obtained.

Old Business

A letter will be sent to Unit Owners who have refused to change their water heaters stating that if their water heater breaks and causes water damage to the property, the unit owner will be responsible for the repair cost and not the Condominium Trust. A letter was sent to the Unit Owner of 1 Johnson's Grant stating that the Board has agreed to replace the steps that were removed. The work will be done in the fall of 2004.

The meeting adjourned at 10:15 P.M.

Results of Drainage and Irrigation Survey

By now, all of the sprinkler heads that were located next to the building have been shut off and/or relocated. The shrubs planted around the base of units will no longer be irrigated.

There are several areas where improper drainage has caused significant safety issues. These areas include:

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Saw Mill Brook Way	Trash area 6-10 Walkways freezing
Kendall's Mill	1-5 Walkways freezing Trash area freezing
Johnson's Grant	Freezing around garages
Michael's Green	Freezing around garages near 1-5
Vine Brook Way	Downspouts located in the middle of shared driveways

We will be working on correcting these problem areas this summer. There were other areas listed that will be addressed as the budget permits. Rich DeFilippo will be working on other problems as time permits.

Please remember: Some of the areas where freezing and thawing is a problem, a simple remedy can be a handful of sand.

We have already corrected some sidewalk issues and will continue to work on other areas as they are brought to our attention.

James E. Boyle,
Senior Property Manager



www.quailruncondo.org



Happy 4th !



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 Marie Kelleher, the Co-chair at 781-376-6063.

Share your ideas and skills. Call Board Chair Arthur Downing at 781-933-6241.



Board of Trustees

- Arthur Downing, Chair 781-933-6241
profAD@comcast.net
- Joel Alpert 781-932-9216
jalp@comcast.net
- Carol Bergeron 781-937-0133
carolbergeron@comcast.net
- Frank Pedulla 781-9330788
fjpedulla@comcast.net
- Joel Seidman 781-937-0406
jseidman@massmed.org

American Properties Team, Inc. (APT) Our Management Team

- Jim Boyle, Senior Property Manager
781-935-4200, Ext. 237
Fax 781-935-4289
jboyle@aptfin.com
500 West Cummings Park, Suite 6050
Woburn, MA 01801
- Nancy Cahill
781-935-4200, Ext. 270
ncahill@aptfin.com

The Quail Runner is published four times a year.

Contact Joel Seidman at
781-937-0406

jseidman@massmed.org to
submit material for publication.

