



# The Quail Runner

<http://www.quailruncondo.org/Newsletters/>

Quail Run  
Condominium Trust

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*The Quail Runner, our condominium's newsletter, is published four times a year in March, June, September, and December to bring you information of interest to Unit Owners .*

## ANNUAL MEETING HIGHLIGHTS

### FROM THE CHAIR OF THE BOARD OF TRUSTEES



The 2012 Annual Meeting was well attended with approximately 50 units represented before proxy count.

Of greatest significance were the numerous improvements to our facilities with no operating increase and only a 2% increase to maintain reserves at a level consistent with engineering estimates (the Noblin Report).

Several residents complained about this increase disregarding the fact that increases over the past four years have been consistently under prevailing

*(Continued on page 2)*

### FROM THE PROPERTY MANAGER



I am pleased to report that the quorum at the 2012 annual meeting was 63.87 percent of beneficial interest of which 52.89 percent and 10.98 percent were represented in person and proxy respectively.

It was nice to see and speak to so many residents. Out of the properties that I manage, I have found the residents of Quail Run to be most interested and engaged in their community as evidenced by the consistent high turnout at annual meetings. Additionally, Quail Run is one of the most

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From the Chair of the Board of Trustees

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From the Property Manager

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Welcome to New Neighbors

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inflation rates. Most other residents applauded these results and understood that the best managed property must increase fees consistent with inflation. Yes, monthly management fees do affect resale value but are much less significant than property deterioration. Quail Run has not only maintained our facilities but actually effected improvements within prevailing inflationary conditions. Interestingly, most business forecasters, appraisers and other financial analysts use 3% as the long term inflation assumption and reserve methodology requires a long term outlook.

Capital reserves must also be maintained to avoid special assessments which are devastating to people with limited or fixed incomes. Your current board believes that special assessments are the result of bad management and must be avoided. There are lots of horror stories within just a few miles of Quail Run where condominium owners have been forced to sell out in the face of assessments, some in excess of \$30,000. Your Trustees over the past decade, not just the current Board, have served you well and it is high time that the unenlightened come to this realization.

The topic of most discussion at the meeting was the Trustees' proposal to limit rental units to 10% (9 units). Any such changes require the written consent of at least 67% of unit owners and are commonly understood to be of great benefit for condominiums such as Quail Run with a high incidence of long-term ownership. Forty unit owners approved the Trustees proposal as well as the other more routine amendments included in the amendment package. Of the 40 approvals, nineteen owners were recorded as asking the Trustees to further amend our condominium documents to eliminate all rental activity as of year-end 2014.

Those residents not at the meeting will be contacted as soon as possible to assess their preferences. Again, the choices are to permit an unlimited number of rentals, to restrict rentals to a total of 9 units or to eliminate rentals completely. I urge all

who have yet to consider signing to discuss this issue with real estate professionals within your circle of acquaintances to help you deal with this decision.

While overall meeting feedback was highly positive, we will make every effort to eliminate redundancy and repetition of prior information to shorten presentations. This year, we started at 6:30pm completed formal presentations by 8pm with Q and A wrapping up around 8:45pm. The sense of the meeting majority held that 6:30pm was the preferred start time.

As has been publicized many, many times before, please do not contact Fred Stoddard directly unless there is a dire emergency. His work is scheduled via calls or e-mails to Kim Rogers at Dartmouth (tel. 781-533-7209) via TDG (SenEarthCo) or the Quail Run web site. I frequently work with Fred and am amazed at the blatant disregard some of our residents have for our well-publicized rules. If requested work has not been performed as expected, a call to Steve Marx, our Property Manager (tel. 781-533-7216) is the next step.

Finally, if you truly believe that The Dartmouth Group has not resolved your issue, then Trustee notification is the final step.

Having said all of the foregoing, I monitor the SenEarthCo work requests periodically and see constant improvement in response effectiveness and efficiency.

In closing, I again want to remind residents that old, hard copy Handbooks are obsolete. We are an on-line community with at least quarterly Handbook updates. This would be a good time to revisit the Quail Run web site and look at the section on holiday decorations. Quail Run, always a delight, has been particularly pleasing due to the tasteful lighting placed by our residents.

Best wishes for a wonderful holiday season and for the New Year!

**Submitted by Richard Clarke, Chair**



*(Continued from page 1)*

efficient and financially stable community that I have worked with. I am confident that this will only continue in the years to come and look forward to working with your 2013 Board of Trustees.

There was a lot of information covered at the annual meeting and at this time I would like to highlight a few very important topics.

1. If you are planning to be away during the winter season, I strongly urge you to take the following measures to avoid a catastrophic event e.g. flood.
  - Turn off your water supply at the meter
  - Ensure your washing machine valves are in the off position
  - Open spigots to drain pipes within your unit
  - Reduce your heat thermostat to no less than 58 degrees
  - Turn off built-in humidifier if you have one.

Additionally, a set of keys to your unit should be given to a family member, friend or neighbor in the event of an emergency and access to your unit becomes necessary. Please notify Kim Rogers at The Dartmouth regarding your leave and include the contact information of the person who you have entrusted with your unit.

2. There are some important preventative maintenance and safety measures that as a unit owner you are responsible for. They are (i) cleaning dryer vents at least annually (ii) replacing your hot water heater if warranty has expired (iii) replacing your washing machine water hoses with steel coated “no burst” hoses and (iv) if applicable, maintaining or replacing your deck.

3. We are approaching the 2012/2013 winter season and our vendor Vanaria is prepared for snow removal if and when necessary. I request your patience, understanding and cooperation as we work through this season. I also ask for your assistance in reporting any property damage as a result of the snow removal process in order to properly have it taken care by Vanaria in the spring.

I wish you your family and friends a joyous and safe holiday season. Happy New Year!

**Submitted by Steve Marx, Quail Run  
Portfolio Manager, The Dartmouth Group**

**SNOW ROOF RAKING**

Our experience is that roof raking is of limited value and, in fact, can cause ice ridges above the snow shield barrier on our roofs, thereby exacerbating the possibility of water leakage. Therefore, the Trust does not roof rake unless there is actual leakage.





### THE QUAIL RUN ANNUAL MEETING

The Quail Run Annual Meeting was held at the First Congregational Church at 322 Main Street in Woburn on November 19, 2012. The meeting began at 6:30 p.m. The meeting agenda was followed.

#### Agenda

1. Welcome & Roll Call & Trustee Elections
2. Proof of Notice of Meeting
3. Approval of the Minutes of Nov. 2011 Meeting
4. Reports of the Chair, Board & Committees
6. Report of The Dartmouth Group
7. Comments from Ward 7 Alderman Ray Drapeau
8. Friends of Mary Cummings Park Update
9. Unfinished Business from Prior Meetings
10. New Business / Open Discussion
11. Adjournment

Minutes of the 2011 Annual Meeting were approved as published in the December 2011 Quail Runner.

Dan Serieka was re-elected and Susan Zeller-Kent was elected by acclamation. Congratulations to them, and a big thank you to Bob Waehler who is leaving the board but will still be called upon for his wisdom.

Richard spoke about changes to Condominium Documents that the Board is bringing to the unit owners for approval. 67% of the unit owners must vote in favor in order for changes to occur. While most of the changes are administrative, there is a change proposed to rental unit terms. Complete text is available from the News Page on the website.

The Sixteenth Amendment of Master Deed and Declaration of Trust changes rental unit terms in terms of maximum number of units to be rented, Minimum length of time for units to be rented increased from six months to one year, clarification of requirement to submit leases to our management company. This amendment also clarifies requirements for Trust deposits, annual insurance

appraisals, and meeting procedures (Proposed 9th Amendment to the Declaration of Trusts and By-Laws)

- Clarification of penalties for repeated late payments (Proposed Amendment to Rules and Regulations)

Also proposed are Changes to Condominium Documents in the Master Deed:

- Article 1 Section O (ix) requires that all funds be deposited at FDIC insured institutions within prevailing coverage limits
- Article 8 places a 10% limit on rental units, expands the minimum lease period from 6 months to one year and requires leases to be submitted to our management company with confirmation of awareness of our Rules and Regulations
- Article 13 contains a provision for multi-year contracts provided the Trust retains unilateral cancellation provisions

Also proposed are changes to Condominium Documents Declaration of Trust:

- Article V, Section 1 (xi) confirms the multi-year provision in the Master Deed
- Article VI, Section 7 Annual appraisal and improvement reporting is eliminated
- Article VI, Section 13 clarifies delegation of financial and secretarial duties
- Article VI, Section 15 refines sequence of annual meeting events and methodology

Unit owners were asked to express their choice on the rental provisions and overall changes requested. Those not in attendance or who did not vote at the meeting will be contacted by Board Members in December.

#### 2012 Accomplishments

- Repaved additional section of main roadway
- Resolved adjacent wet area drainage
- Procured Conservation Commission Approval
- Replaced landscaping timbers at KM and MG
- Resolved erosion issues at 8 and 13 DG
- Frequent Handbook revisions, primarily specifications
- Power washed 42 roofs



Power washed 77 unit lower sections  
 Replaced two additional electric distribution boxes  
 Encouraged the addition of two garage doors  
 Further web site upgrades  
 Completed Loughlin litigation  
 Repaired storm drains & hydrant shut-offs  
 Encouraged replacement of 4 VBW decks/railings  
 Resealed eligible VBW decks and front steps  
 Repaired significant pool leak  
 Repainted cluster signs  
 Remediated VBW alarm system  
 Organized historic hard copy documents  
 Numerous smaller jobs completed by F. Stoddard  
 Another operating surplus  
 First mid-year residents' meeting with Trustees  
 Annual Vanaria lunch

### 2013 Goals

Repave tennis court  
 Replace SMB stairs  
 Develop 2014 repaving plan  
 More power washing or alternate treatments, DG and VBW  
 Install further termite systems  
 Electrical box covers  
 Remediate Verizon and Comcast access boxes  
 Additional car port doors  
 Revisions to condominium documents  
 More volunteers

### Unit Owner Responsibilities

- Unit Maintenance Responsibilities include: Hot water heater monitoring and replacement, Dryer vent and HVAC duct cleaning, Replace washing machine hoses with metal mesh covered hoses, and Deck repair replacement, and maintenance.
- Unit Owner Vigilance: Please report suspicious activity and conservation area violations to police. Report plow and other damage promptly to TDG
- Unit Owner Common Area Maintenance Responsibilities: Get prior approval from Trustees for changes to common area (patios, landscaping), pets. Keep common area clean, Follow trash and recycling rules. Follow noise guidelines. Follow parking rules. Refer to Handbook for any questions.

### Who to Ask for What

- Work Requests go to The Dartmouth Group ("TDG"), not maintenance personnel or Trustees
- When you will be away for a prolonged period, give keys to trusted neighbor and inform TDG who has keys for emergency access
- Please be courteous to TDG and its representatives. Refer complaints, comments & suggestions to Trustees

### Preparations when leaving during Winter

- Turn off water at meter
- Open water spigots to drain pipes
- Close valves outdoor faucets, but leave faucets open
- Turn off power to electric water heater; reduce temperature on gas water heater to vacation setting
- Turn off washing machine valves
- Turn off built-in humidifier
- Leave thermostat set no lower than 58°

Consider hiring plumber if you are not comfortable doing these steps

Ask a neighbor or relative to check your unit weekly  
 Notify TDG with contact information for yourself and for the person checking your unit

### Window Replacements

Owners with wooden windows are responsible for needed window repainting. (i.e. those unit owners who did not replace their windows during the envelope project)

For those installing new windows, windows installed during the envelope project have a slightly different appearance than the Handbook Specifications. If a unit owner wishes to maintain the envelope project appearance, contact TDG.

The Trust will not require action unless window appearance is deteriorated.

See specifications in Handbook.

### Decks and Railings

VBW mahogany decking and railings remain a burden on both owners and the Trust. See the weather resistant deck and railings specs in Handbook. Lower "40" decks no longer will be treated. Several VBW decks also excluded because of their condition. The rebate program is now limited to railings.

### Holiday Decorations

Wreaths will be purchased for the front entrance and cluster entrances, as in the past.



Trustees must approve any plans for visible larger trees being lighted which are not foundation plantings and are a significant distance from the sponsors unit.

Please keep foundation plantings that are lighted within reasonable bounds. Lighted trees to the rear of any unit and less visible from our roadways are of less concern but still require Trustee approval.

Window lights are encouraged. Typical entryway and window decorations are approved.

All year end holiday common area decorations must be removed no later than January 10, 2013.

**Unit Owner Unit Maintenance Responsibilities**

include Hot water heater monitoring and replacement, Dryer vent and HVAC duct cleaning, Replace washing machine hoses with metal mesh covered hoses, and Deck repair replacement and maintenance.

**Unit Owner Vigilance**

Please help us keep Quail Run safe.

- Report suspicious activity to police
- Report conservation area violations to police
- Report plow and other damage promptly to TDG

**Common Area Maintenance Responsibilities**

Get prior approval from Trustees for changes to common area (patios, landscaping), pets.

Common area cleanliness. Help keep the trash and recycling areas clean.

Follow the parking rules. Follow common courtesy about noise.

**Work Requests go to The Dartmouth Group**

("TDG"), not maintenance personnel or Trustees Please be courteous to TDG and its representatives, Complaints, comments & suggestions should go to the Trustees. Please be advised that the Maintenance Supervisor will be having outpatient surgery in December.

**Landscaping Committee 2012**

Chair: Dick Clarke

Committee Members: Lydia D'Andrea, Russell Fleming, Carol Gregory, Eleanor Maskell, Vin Murphy, Margo Valega

**Landscaping Committee 2012 Achievements:**

- Refurbished front entrance plantings
- Replanted KM/MG roadway banking
- Replaced stolen maintenance vehicle, added security
- Expanded irrigation system
- Repaired additional sections of common area lawn
- Extensive tree and brush work
- Cleaned out and replanted 11JG right front area
- Removed invasive bushes across from mail box area
- Improved bush trimming practices
- Planted additional trees and bushes
- Bush replacement program
- Roundup treatment around grass borders

**Landscaping Goals 2013**

- Further irrigation system expansion
- Additional removal of excess overgrowth along grass borders
- Initiate annual limestone program
- More perennial plants and bushes
- Increased resident care for cluster planting beds

**Finance Committee**

Purpose: To oversee current expenditures in conformity with the current budget and to provide trustees with recommendations regarding future budgets and reserve adequacy

Members: Dick Clarke (Liaison with Trustees), Ray Kenney, Hope Tillman, Bob Waehler

The Committee reviewed 2012 expenditures, the 2013 budget, Reserve adequacy, and recommended approval of 2013 final budget and assessment

**Budget Highlights for 2012**

- Expect to be under 2012 operating budget
- Minimal reliance on 2012 contingency reserve
- Achieved savings by moving projects in-house
- Other savings in administrative expense, tree work, and numerous other areas
- Dealt with encroaching invasives, tree care, Conservation commission approval and drainage issues – all staying within budget
- Exceeded 2012 reserve target

**For 2013:**

2% increase in fees for additional reserve contribution supported by Noblin update



Contingency Reserve maintained at \$10,000  
 Transfer of expected 2012 surplus plus excess operating cash to Reserves  
 Expect significant savings if additional residents get online for both communications and payments

**2013 Assessment:** There will be an increase of 2%, same as last year, all proceeds to capital reserves.

### Reserves

Noblin study shows the need to add more to capital reserves  
 2009 surplus restored operating liquidity  
 2010 most of surplus was transferred to reserves  
 Transfer of 2011/2012 surplus plus excess operating cash will also help.  
 Future Noblin requirements can be met via 1-2% increases over next few years  
 This % affected by future operating results and reserve methodology

Bob Waehler spoke about the goals he had set for himself when he joined the Board this past year. (1) Providing for his succession: He was pleased Susan Zeller-Kent has stepped forward (2) Encouraging Trustee-Owner dialog by informal cluster meetings. One was held this past summer. (3) Funding and reporting of the Reserve Fund. We should be proud of having a Reserve Fund in such good shape. Bob has worked with the Quail Run Reserve Fund since the first Noblin Report.

### Communications

4 issues of *The Quail Runner* (12/11 – 9/12)  
 Unit Owners' Handbook is updated continually ([www.quailruncondo.org](http://www.quailruncondo.org)). Visit this frequently as it covers all Quail Run news. Of particular importance is the password-protected section which contains Monthly Board Meeting abstracts/financials, our voluntary directory, and the Condominium Documents. Also included in the password-protected section is the Annual Meeting PowerPoint with the financial data included.

Unit owners are encouraged to

- Read your email
- Contribute news, articles, pictures, ideas to *The*

*Quail Runner* (deadline 15<sup>th</sup> of month before publication)

- Visit website at least weekly, especially the News Page
- Suggest content for website or *Quail Runner*
- Add contact information to website directory

### Thank you to the 2012 volunteers

Joel Alpert	Ray Kenney
Paul Bacigalupo	Eleanor Maskell
Richard Clarke	Vin Murphy
Lydia D'Andrea	Dave Roberts
Bob Dever	Dan Serieka
Russell Fleming	Hope Tillman
Carol Gregory	Margo Valega
Walt Howe	Bob Waehler
Marie Kelleher	Susan Zeller-Kent

Jim Stento gave the Property Management Report on behalf of The Dartmouth Group (TDG). We are in good shape financially. He went over the Financial Report. Those slides are available on the website in the Members' Only section.

Our Alderman Ray Drapeau spoke to Unit Owners on the City of Woburn's accomplishments in the past year that affect Quail Run residents.

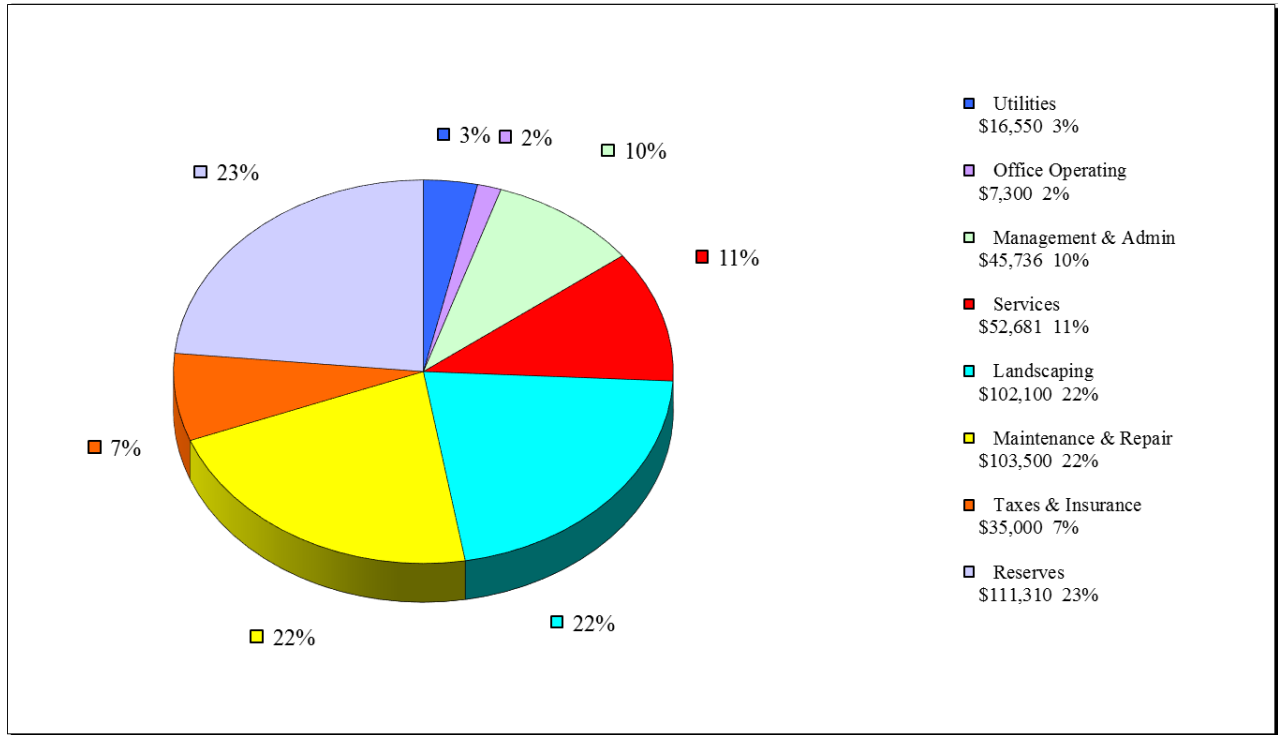
Pat Reilly from Friends of Mary Cummings Park spoke about the park's providing a natural buffer against development and their role in helping to protect this resource from development. He brought some copies of the Friends' new Vision document.

There was an open discussion of the issues around the rental restriction proposals. Other unit owner questions were addressed. The issue of the small number of unit owners who do not have email was brought up and a resident stepped forward to help these residents out. The meeting adjourned at 9:00 p.m.

The meeting PowerPoint as a separate document is available on the website in the Owners-Only section.



# BUDGET ALLOCATION 2012 WHERE YOUR MONEY CURRENTLY GOES









### TRUSTEES 2012



Richard Clarke  
Douglass Green



Walt Howe  
Saw Mill Brook Way



Dave Roberts  
Saw Mill Brook Way



Dan Serieka  
Saw Mill Brook Way



Bob Waehler  
Michaels Green



**A WARM WELCOME TO  
OUR NEW NEIGHBORS**



**Elizabeth Adams  
Kendall's Mill**

**Joyce Mills  
Vine Brook Way**

**Jean and Charles Pfeifer  
Johnson's Grant**





## FROM OUR WARD 7 ALDERMAN RAY DRAPEAU



Happy Holidays to all Quail Run Residents,

As we approach the holiday season the City Council reflects on the year that past. Each year brings new challenges and opportunities to provide direction. So far the City of Woburn has been fortunate to maintain services while keeping budgets tight. Some of this stability is based in our overall philosophy to keep Woburn affordable. Some of it is based on the large industrial base we have to support new growth. But whether it's our path or business fortunes that determine Woburn's fate, I hope all of you can appreciate the effort of the city makes to provide a comfortable lifestyle.

As I reflect on recent milestones, I can't forget the Veterans Day Celebration this year. Our veterans were truly honored with a new monument that stands on Woburn Common. The commissioning of the monument was funded by John Flaherty and his family who has stepped up on several occasions to contribute large sums of money to help the city. Over five thousand visitors on Veterans Day showed up and it was heart warming to be part of the effort that made this day possible. I couldn't help think of all my family members that served in the military and reflect on how proud I was to

be an American. Take the time to visit the monument, you won't be disappointed.

The year was also filled with our usual business of approving special permits and crafting legislation. I've tried this year to focus on legislation that deals with the problems of abandoned property and nuisance properties. As you may know the economic climate is causing many families to lose their homes. When this happens banks aren't the best stewards of maintaining groomed properties. Many of the banks are remote and don't visit the properties until the City Council declares it a nuisance. We passed new legislation that requires them to register with us and maintain the property to a respectable condition. The other area of concern is properties that require police action on a regular basis. We discovered dealing with this type of property is more difficult. Our nuisance ordinance doesn't speak to this type of property, so we changed it to incorporate new language to make these property owners more accountable.

Closer to home and our neighborhoods I am very pleased with the new configuration of Four Corners. Recently, they added camera type sensors on top of the lights that will hopefully make them more responsive to the traffic. I'm told the program allows flow North to South until it senses vehicles going West and East. The state feels that the North to South traffic is the priority and wants that traffic moving until there is a need for stoppage. So far I have only gotten good reviews, but if you have any other types of input, please let know, I will bring that forward to the state in my next meeting.

Well all that's left on the City Council agenda this calendar year will be to set the tax rate. As I said in prior communications the budget went up modestly. I would expect the same for the tax rate, a small increase. I pledge to find a way to limit the increase and give everyone a fitting present in the spirit of this holiday season.

Sincerely,  
Ray Drapeau  
Alderman Ward 7



**The Quail Runner wants to hear from you.**

We urge Unit Owners to contribute material for publication. We will accept almost anything – requests for participation in activities, items wanted to buy or to sell, essays, editorials, poetry, letters, wildlife sightings, tips for Unit Owners, restaurant reviews, photographs, etc.

Please send any of these to the editor by **February 15** for inclusion in the next (March 2012) *Quail Runner*. Limit your articles to 500 words.

The Trustees reserve the right to accept, reject, or modify any submission. We will not publish anonymous submissions.

Contact the editor by phone, by e-mail to [editor@quailruncondo.org](mailto:editor@quailruncondo.org), by [form on the website](#), or by mail via US Postal Service.

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