

# THE QUAIL RUNNER



Quail Run  
Condominium Trust  
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*The Quail Runner, Newsletter of the Quail Run Condominium Trust  
brings you information of interest to Unit Owners.*

## FROM THE INCOMING CHAIR OF THE BOARD OF TRUSTEES



As the new Chairperson of the Quail Run Board of Trustees, I would like to thank those of who you braved the rain and cold temperatures to attend our Annual meeting on Monday evening, November 17, 2014.

The turnout was impressive and we had more than enough participation to reach our required quorum.

I would also like to thank Carol Ann Gregory and Dave Roberts for stepping forward and committing to their positions as Trustees for the next three years. The Board is looking forward to them becoming part of the team and sharing in the responsibilities of continuing to maintain a strong and vibrant community.

We are also very thankful to

[Continued on Page 2](#)

## FROM THE OUTGOING CHAIR OF THE BOARD OF TRUSTEES



This is my last column as a member and Chair of the Board of Trustees, written as my term ends. It has been a demanding, but rewarding job, and in my mind, well worth the time and effort. I worked with wonderful, dedicated people, and learned much more about our community. I have always believed that being part of a community means trying to give back as much as you get out of it. It enriches the whole experience.

I spent six years on the Board from 2008 to 2014. Before that, I created our web site in 2000 and have maintained and improved it steadily ever since. I will continue to maintain the web site as long as the current Board wants me to do so. That creative process is a lot of fun for me, and I

[Continued on Page 3](#)

## FROM THE TDG PORTFOLIO MANAGER



It was a pleasure meeting all of those who were able to attend this year's 2015 Annual Meeting and put some faces with names. Over all I think we had a great turn out, met quorum, and had some healthy debates regarding the day to day operations of Quail Run. I would like to share a friendly reminder as we are approaching the holiday season, and with it comes winter.

[Continued on Page 3](#)

## TABLE OF CONTENTS

From the Incoming and Outgoing Chairs of the Board of Trustees and TDG Portfolio Manager	<a href="#"><u>1</u></a>
Last Issue	<a href="#"><u>3</u></a>
2015 Trustees	<a href="#"><u>4</u></a>
Winter Trustees' Meeting	<a href="#"><u>4</u></a>
Call for Volunteers	4
Annual Meeting Minutes	<a href="#"><u>5</u></a>
Recognition for Service : Trustees: Richard Clarke and Walt Howe	<a href="#"><u>7</u></a>
Contacts	<a href="#"><u>8</u></a>

## Continued from page 1

The Dartmouth Group for their assistance with organizing the meeting, with arranging the room set-up, as well as their extensive work on the preparation and presentation of the budget.

Living in Quail Run for almost 25 years has given me a unique perspective on the growth and changes I have witnessed over the years. The community has grown and matured through the incredible dedication and commitment of its many unit owners, who stepped into the responsibility of trusteeship. To those unsung heroes, we thank you each day for the road you paved for the rest of us to follow.

Right from the onset of purchasing our home, we felt that it was a privilege to live in such a beautiful community with its pool, tennis court, and Mary Cummings Park amenities which has created an oasis in the middle of a large and thriving city. The location of Quail Run allows for easy commute to Boston, Lexington, Burlington, Bedford, Winchester, shopping centers, theatre, arts, libraries, and the many nuances that Woburn has to offer.

So keeping this gift of lifestyle in mind, I would like us all to remember that we chose to live in Quail Run because of the amenities available to us; the many services provided that we do not have to handle on our own; the emotional connection that we feel for neighborhood unity; and the financial security that is offered with a Board that remains fiscally responsible and dedicated to the continuous betterment of the community.

It is also important to remember that the financial decisions the Board makes are not made lightly. The decisions are made on the basis for what is good for the community as a whole and not as service to a few. We recognize that some of the more significant decisions that are made are not always accepted with unanimous approval, but know that they are always made for the betterment and long term success, as well as healthy growth of the community. Extensive research is conducted,

experts are consulted and management provides guidance where necessary.

We welcome input from all unit owners and encourage positive lines of communication. As a reminder, unit owners are welcome at monthly Board meetings and if you wish to attend, please advise us in advance so that we can make arrangements for your attendance.

In closing, I would like to mention the need for volunteers. We hope that we provided a few suggestions at the Annual meeting that may have peaked interest in participation and we encourage unit owners to step into rolls of leadership that will promote activities within the community. To reiterate, volunteers would be helpful for the following:

- Finance Committee
- Book Clubs
- Organize walking / hiking
- Organize snowshoeing / cross country skiing
- Organize bike riding
- Social Committee
  - Pool gatherings
  - Tennis round robins
  - Barbecues
  - Theater, movie, museum, restaurant trips
  - Dinner gatherings
- Landscape Committee

We have a busy year ahead with significant projects on our agendas and look forward to seeing those major improvements to completion. With the winter months bearing down upon us, we encourage neighbors to check on each other, offer assistance when necessary, and stay connected through phone and emails.

Wishing you all safe travels throughout the holiday season and best wishes for the New Year.

Submitted by Susan Zeller-Kent, Incoming Chair

## Continued from page 1

keep learning new things – even taking courses to keep up with ever-changing technology. I view learning as a rewarding lifelong process. I welcome change. It keeps life challenging and interesting!

I thank everyone for trusting me to play a leadership role for a while! As I leave, the Board is in good hands for the future! I encourage everyone who can -- get involved with the community. It pays you back in many ways!

Submitted by Walt Howe, Outgoing Chair



## MY LAST ISSUE

It has been my pleasure to serve as Newsletter Editor for the past six years - since March 2009.

As I said in the last issue, I believe we have a much better system of broadcast messages today than was possible in 2009, as well as a beautiful and continually updated website. Much of what goes in the newsletter has already appeared on the website or as a broadcast. So, there is less need for a newsletter as a medium to stay current on what is happening at Quail Run.

Since no one has stepped forward to take over the Quail Runner, I recommend residents look at the website News section to keep up with what is going on at Quail Run, as well as read their broadcast messages.

Submitted by Hope Tillman, editor

1. If you are planning to be away, you should take the following measures to avoid a catastrophe
  - Turn off your watersupply.
  - Ensure your washing machine valves are in the off position
  - Open spigots to drain pipes within your unit, and leave them open.  
Turn off built-in humidifier if you have one
  - Reduce your heat thermostat to no less than 58 degrees.  
Leave a set of keys to your unit with someone along with phone numbers where you can be reached and notify Angela Lotito.
2. Here are some safety precautions if you intend to use your fireplace.
  - Have your fireplace inspected by a professional  
Always make sure your fireplace flue is open prior to igniting a fire.
  - If you use a gas fireplace, shut it down before leaving. If you use a wood-burning fireplace, ensure that you have a fireproof screen and that is secured properly before retiring for the evening.
3. The storage of firewood is prohibited inside a basement, garage and car port. Firewood cannot be stacked up against any tree.  
Stack firewood above ground preferably on grates but bricks or concrete blocks can be used. Firewood must be a minimum of 10 inches away from any structure including a garage, car port, porch, patio or tree. The aforementioned is all necessary to prevent structural damage to the buildings and your unit as a result of insect infiltration.
4. Lastly Vanaria and Sons is preparing to service QR for the upcoming snow season. Please report any property damage resulting from snow removal to Angela Lotito so it can be inventoried and addressed at the end of the season (May 2015).

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

Submitted by Derek Locke, Property Manager

# THE QUAIL RUNNER

## 2015 BOARD OF TRUSTEES



Carol Gregory  
Douglass Green  
incoming  
Term expires 2017



Wayne Lavalle  
Vine Brook Way  
Term expires 2016



Dave Roberts  
Saw Mill Brook Way  
Term expires 2017



Dan Serieka  
Saw Mill Brook Way  
Term expires 2015



Susan Zeller-Kent  
Kendalls Green  
Term expires 2015

## Winter Trustee Meeting Schedule

- Wednesday, December 5, 5:00 p.m.
- Wednesday, January 7, 5:00 p.m.
- Wednesday, February 4, 5:00 p.m.
- Wednesday, March 4, 5:00 p.m.

All meetings are held at the Maintenance Garage at the foot of Vine Brook Way and begin at 5:00 p.m.. You are welcome to attend any of these meetings. Please notify TDG in advance to ensure there is adequate space.

### A Warm Welcome to New Owners

Richard Thibeault  
Amy Wagner-Thibeault  
Michaels Green



## Minutes of the Quail Run Condominium Trust 2014 Annual Meeting

The Quail Run Condominium Trust Annual Meeting was held November 17, 2014 at the First Congregational Church of Woburn. The meeting began at 6:30 p.m. The meeting was adjourned at 7:45 p.m.

Chair Walt Howe called the meeting to order.

### INTRODUCTIONS

Board member Susan Zeller-Kent introduced the Board members and attending representatives from our management company, The Dartmouth Group:

Trustees: Walt Howe (Chairperson), Wayne Lavallo, Dan Serieka, Susan Zeller-Kent

The Dartmouth Group: Derek Locke, Portfolio Manager, Steve Judd, Maintenance Technician, Angela Lotito, Portfolio Assistant, Nancy Mandino, Vice President Property Management, and Jim Stento, Senior Vice President and Controller.

### WELCOME, ROLL CALL, AND PROOF OF NOTICE OF MEETING

Trustee Dan Serieka announced that a quorum was present, as confirmed by The Dartmouth Group. He thanked attendees for registering when they arrived at the meeting. Dan pointed out that notice of the meeting was sent out mailings, emails and the notice at the mailbox.

### TRUSTEE ELECTION

Two candidates have stepped forward to fill Board vacancies for three year terms. Dan Serieka announced the two candidates (Carol Gregory of 15 Douglass Green and David Roberts of 5 Saw Mill Brook Way) who spoke about why they were running for the Board. Dan asked for other nominations but there were none. He then called for the election of these two candidates by acclamation, and the candidates were elected.

### APPROVAL OF THE MINUTES OF THE NOV. 2013 ANNUAL MEETING

Dan Serieka asked for the approval of the 2013 Annual Meeting minutes, as written in the December 2013 *Quail Runner*. The minutes were approved.

### REPORTS BY THE CHAIR AND BOARD OF TRUSTEES

#### 2014 Accomplishments

Chair Walt Howe pointed out the Trust accomplishments for 2014

#### COMMON AREA MAINTENANCE AND REPAIR

Johnson Grant paving, walkways, drainage, and trash platform

Continued carpenter ant spraying program

Developed improved street light replacement program (LEDs)

QR road safety improvements (striping & speed bump)

Upgrade pool house restrooms

Installation of new pool heater

Noblin report update

#### LANDSCAPING

Continued removal of front entrance invasives and deadwood

Extensive clean up of rocks and roots to prepare for fall seeding

Completed fall loam application and reseeded

Test planted ground cover under pine trees below KM

Increased irrigation

## 2015 GOALS

Walt urged residents to consider volunteering. Other Trustees chimed in. Resident should think broadly what they would like to volunteer to do. While landscaping is a continuing need, volunteers are welcome for any activities that would benefit the community, such as social activities, book club, or other interest.

Other goals for the coming year include

Continue paving project

Continue to remove invasives

Continue extensive pruning, replacement of overgrown bushes

Continue to expand our irrigation systems

Replace Vine Brook Way front porches

## THANK YOU TO OUR 2014 VOLUNTEERS

Walt called for a big thank you to all the residents who volunteered in 2014. Where some folks participated in multiple committees, they are only listed once in this listing. If anyone is missing from the list, please let someone on the Board know.

### Landscaping Committee

Fred Ambrogne Charles Pfeifer

Lydia D'Andrea Diana Raphael

Vin Murphy Margo Valega

### Trustees

Walt Howe, Chair Dan Serieka

Richard Clarke Susan Zeller-Kent

Wayne Lavalley

### Other

Bob Dever Russell Fleming

Ray Kenney Jim McGeehan

Joyce Mills James Sheehy

Richard Murray

### Communications

Hope Tillman

## BUDGET HIGHLIGHTS

Major costs for 2014 were (1) the Johnson Grant paving, walkways, drainage, and trash platform and (2) upgrading of pool house restrooms and installation of new pool heater.

The Trustees have decided on a 4% increase in fees for additional reserve contribution, as supported by Noblin update. The expected 2014 surplus plus excess operating cash will be transferred to Reserves.

## REPORT BY THE DARTMOUTH GROUP

Jim Stento and Derek Locke of The Dartmouth Group presented the Property Management Report providing a great amount of detail on the Quail Run financials. Their slides will continue to be available on the website for later review.

## NEW BUSINESS AND OPEN DISCUSSION

One resident urged reconsideration of a recycling container at the mailbox area. The Trustees agreed to put the matter on their December agenda.

The meeting was adjourned at 7:45.

## In Recognition for Service to Quail Run and Board of Trustees

Thanks to Richard Clarke

After 9 years of outstanding and dedicated service to the Quail Run Community, Trustee Richard Clarke of Douglass Green has decided to retire from the Board of Trustees. Dick has chaired the Board for approximately 6 years of his 9 years served. He has also worked diligently and faithfully on both the Landscape and Finance Committees.

Dick's leadership as Chairman has allowed Quail Run to become one of the most attractive options for condominium living in this entire area. In addition to his financial expertise, Dick has been at the forefront of our hard-working landscape volunteers. Our beautiful grounds are a testament to the many hours of hands-on physical labor Dick has provided, including brush clearing, tree planting, and overseeing the daily activities of our landscape contractors.

Dick's volunteer work and his sense of fiscal responsibility have resulted in extensive cost savings to the Quail Run community and are directly related to maintaining our strong financial status.

We would like to thank Dick for his dedicated service to our community. Quail Run remains a financially healthy and viable community because of the unwavering commitment of its strong leadership.

Thanks to Walt Howe

Walt Howe of Saw Mill Brook Way is stepping down from the Board of Trustees after two terms (six years). We have always been able to rely on Walt to provide well-reasoned, thoughtful decisions on the Board. We appreciate that he agreed to serve as Chair when Richard Clarke decided to retire this summer. Walt has conscientiously stepped in to help the Board wherever needed most during his two terms.

Walt is the force behind our wonderful website which provides a beautiful front face for our community for those looking to purchase, as well as to provide useful information for those of us who live here. In fact, he began his Quail Run community service much earlier than 2008. He first developed the website in 2000 and has continued to add new features year by year. Because of Walt, we have easy access to our Condo Docs, Handbook, back issues of the Quail Runner newsletter, Board minutes and financials. We are delighted that he has agreed to continue to manage the website after he steps down from the Board.

Many thanks, Walt for your service on the Board of Trustees. You will be missed.

# THE QUAIL RUNNER



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