

## The Villages at Quail Run Condominium Association, Inc.

**Date:** June 18, 2007  
**To:** Residents of Quail Run  
**From:** Board of Governors  
**Re:** Information Update

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### Board Elections

On May 16, 2007, 84.7% of the Beneficial Interest of Quail Run Unit Owners elected the following Board of Governors:

Barbara Morgan	62.7 % of beneficial interest
Robert Reid	56.0 % of beneficial interest
Vince Picarello	52.6 % of beneficial interest
Dianne Potter	47.9 % of beneficial interest
Richard Ebens	45.4 % of beneficial interest

At our first Board meeting, officers were elected: Barbara Morgan - President; Vince Picarello - Vice President; Bob Reid - Treasurer, Dianne Potter - Clerk/Secretary; and Rich Ebens - Member at Large. We thank all the Owners that submitted their names in nomination and we appreciate the large voter turnout in our first election.

### Committees

The first ad hoc committee, established before the election, was the club house furniture committee. This committee will disband when the club house is completely furnished.

The Board has also decided to establish a Social/Community Center Committee, a Communication Committee, and a Buildings & Grounds Committee. Charter/outlines for these committees are attached. These ad hoc committees will operate at the discretion of the Board of Governors. Residents who wish to volunteer for any of these committees should do so in writing using the attached form. The form should be sent by **Friday, June 29<sup>th</sup>** to Barbara Kansky via email (bkansky@comcast.net), fax (978.568.8905), or regular mail (P.O. Box 426, Hudson, MA 01749).

### Club House Access

Access to the club house needs to wait until all the furniture has arrived and is set-up. The committee is working diligently to get that accomplished as soon as possible. The Social/Community Center Committee will oversee access to the clubhouse for all residents.

### Quail Run Meetings

In addition to the annual meeting required by the By-Laws, the Board has decided to hold quarterly meetings open to all unit owners. The first open meeting is scheduled for Wednesday, August 15<sup>th</sup> at 7:00 PM. Agendas will be available prior to the meeting. Approved minutes will be posted outside the club house as soon as the enclosed bulletin board is purchased and installed.

## Exterior Rear Decks

The governing documents for Quail Run are very ambiguous on the subject of care and maintenance of the exterior rear decks. The decks are considered “limited common areas” or “exclusive use areas”. That means that the association is responsible for repairing them as needed, but it is not clear if that also means treating them every 2-3 years with a wood preservative stain that will help keep the decks in good condition by preventing the wood from drying out. Dry wood can lead to the nails backing out and the wood splitting, both of which can affect the deck’s strength.

Many owners have already stained their own decks, some several times. However, some have not. A number have done it themselves and others have hired outside contractors at their own expense. Not only do the decks need to be regularly treated with the preservative stain, but the decks need to be power-washed each time before the stain is applied to remove mold, mildew and any loose or flaking stain. The decks must be clean before applying any preservative stain.

Obviously this expense can be added to the annual Quail Run Operating Budget and it can be done in cycles as opposed to every year— one-half of the decks each year or one-third each year. Either way, the average cost will be approximately \$550 per unit x 150 units to power wash, sand the top of the railings and stain the wood, including the stair railings and the underside of the support beams. Some decks are at ground level, others one-story high, and some are quite high with stair landings.

Unfortunately, this expense would add an estimated \$27,500 to the annual Budget each year for a 3-year cycle or \$41,250 each year for a 2-year cycle, once we spent approximately \$82,500 initially to treat all 150 decks. Then we would be faced with the prospect of charging some owners a second time for the cost to treat their decks after they had already paid to have that preventative work done on their own, which does not seem fair.

We calculated the average cost per unit after consulting with a professional painting contractor as well as our own in-house expert who has done this work for numerous owners. Even if treated in a cyclical program, all the decks would have to be power-washed and treated initially before a cyclical program could be put into place. The decks to be clean and the stain color would then be uniform throughout the community.

Clearly the Board and Management and most owners would prefer to keep the Budget and the operating expenses as realistic and affordable as possible, and not have to increase the fees to the level this work would require if added to the annual Budget. *Please understand that there is no right or wrong answer to this dilemma.*

Therefore, the Board of Governors has voted that the power-washing and treatment of the decks will be the responsibility of each individual unit owner since so many have already taken on this task. That brings up another issue— the decks that have been treated individually, unfortunately, have very different stain or paint colors, ranging from beige to dark redwood. Effective immediately, to achieve uniformity, one of the following products must be used: “Behr” Cedar-Semi-Transparent stain (Home Depot product), or “Cabot” Cedar-Semi-Transparent stain. Neither opaque stain nor paint will be allowed. If your deck has already been treated with a product or ‘color’ different from what the Board is now specifying, the next time you treat your deck you will need to have the deck power-washed and treated with one of the aforementioned specified stains. Remember, the decks need to be treated every two to three years to keep the wood in good condition.

The Condominium Association will be responsible for all other maintenance repairs on the decks, such as broken balusters, loose railings or posts, etc. During the process of treating your deck, you should also inspect the railings and posts and balusters for any needed repairs and report any problems to Management. The deck boards are made of Trex, a manufactured product that should NOT be stained or painted, but should be and can be readily cleaned with a power-washer.

All decks that have never been treated or that were treated more than two years ago must be treated by **October 31, 2007**. If you do not complete the work as required within this timeframe, the Association will arrange to have the work done and, along with an additional fee, the cost will then be added to the individual Unit Owner's account. This type of action is allowed under the Massachusetts Condominium Act, Chapter 183A and the Quail Run governing documents.

We realize that many of you cannot do this work yourself, especially those of you with higher decks, but perhaps you have relatives or friends who can assist you or perform the work free of charge or at minimal expense. If necessary, we can provide you with names of contractors who can do this work for you, leaving you free to negotiate your best price. Another idea is for several owners to join together to get a lower cost for treating multiple units at the same time.

If you have any questions or need assistance on this issue, please contact Barbara Kansky or any of the Board members.

#### Clothes Dryer Ducts

In order to avoid a potential fire from the lint collected in the dryer ducts, we have arranged to have the ducts cleaned periodically. Since this work can be done from outside, there is no need to schedule/notify residents. Residents may not even realize this work has been done. However, don't be alarmed if you see someone working at the back of the units.

#### Gasoline & Propane

Please remember that in order to comply with insurance requirements, gasoline containers and propane tanks should be stored outside of the units and not in the garage. We recommend that spare propane tanks be kept outside under or on the deck. Only gas or electric grilles are allowed per the Master Insurance. **No charcoal grilles are allowed.**

#### Contact Information

Barbara Morgan	President	978-568-1929	<a href="mailto:h.morgan@comcast.net">h.morgan@comcast.net</a>
Vince Picarello	Vice President	978-562-5358	<a href="mailto:vpicarello@verizon.net">vpicarello@verizon.net</a>
Robert Reid	Treasurer	978-562-6282	<a href="mailto:bobnancy10@msn.com">bobnancy10@msn.com</a>
Dianne Potter	Clerk/Secretary	978-562-8946	<a href="mailto:dpotter45@comcast.net">dpotter45@comcast.net</a>
Richard Ebens	Member at Large	978-562-7880	<a href="mailto:rmjebens@verizon.net">rmjebens@verizon.net</a>
Barbara Kansky, CMCA <sup>®</sup> , PCAM <sup>®</sup> Manager		978-568-8900 Bus 978-568-8905 Fax	<a href="mailto:bkansky@comcast.net">bkansky@comcast.net</a>

You should continue to direct all requests for exterior or common area work or problems or issues to Barbara Kansky, Manager. Any work that requires a Board vote or pre-approval will then be presented to the Board of Governors for action.

# The Villages at Quail Run Condominium Association, Inc.

## Quail Run Social/Community Center Committee

### Purpose

The purpose of the Social Committee is to organize and conduct social events for the community.

### Duties/Responsibilities

- Control the calendar and schedule events for the Community center
  - Manage equipment, furniture, and supplies in the Community center
  - Schedule/conduct off site social events for the Quail Run community
  - Welcome newcomers to the community
  - Schedule and oversee private bookings of clubhouse for QR residents (family birthday, anniversary parties), and establish (with Board approval) guidelines and minimal charges for such events
  - Monitor cleaning and maintenance of community center
  - Keep unit owners informed of local area activities
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## Quail Run Communication Committee

### Purpose

The purpose of the Communication Committee is to maintain effective communication among all the owners and with the Board and the Manager.

### Duties/Responsibilities

- Periodically issue the Quail Runner newsletter
  - Provide/issue notice to owners as required by the Board and/or Management
  - Generate updated Phone Book
  - Work with website developer and monitor/update site as needed
  - Maintain a bulletin board in the clubhouse informing unit owners of activities and events
  - Establish communication protocols to reach all residents
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## Quail Run Buildings & Grounds Committee

### Purpose

The purpose of the Buildings & Grounds Committee is to periodically inspect the Quail Run site for problems that need to be addressed by the Association. This may include issues with site vendors such as landscaping, snow plowing, painting, building maintenance, road conditions, etc.

### Duties/Responsibilities

- Conduct monthly walking tours of entire QR property and note buildings/grounds problems
- Report monthly to the Board and Management any site issues that need to be addressed by the Association or our site vendors
- Follow up to insure satisfactory completion of problems/issues
- Provide budget recommendations to the Board and Management when necessary

**The Villages at Quail Run Condominium Association, Inc.**

Committee Membership Form

I would like to volunteer for the following committee(s). (Please check the box beside your choice and indicate order of preference if more than one.)

- 1. Communication Committee
- 2. Buildings and Grounds Committee
- 3. Social/Community Center Committee

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

My experience and/or interest relating to the chosen committee(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I can devote the following amount of time as a committee member:

- considerable       moderate       limited

The most convenient time for me is:     weekday       weekend

- daytime       evening       whenever needed.

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This completed form should be sent by Friday, June 29<sup>th</sup> to Barbara Kansky via e-mail ([bkansky@comcast.net](mailto:bkansky@comcast.net)), fax (978.568.8905) or regular mail (P.O. Box 426, Hudson, MA 01749)