

Sterling Woods II
Unit Owner Annual Budget Meeting
Draft of the Minutes
December 16, 2009

George Holland called the meeting to order at 7:00 PM and welcomed those that were in attendance. Present were members of the Master Board of Directors George Holland, President (President of the Summit); Steve Andrewson, Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples), Director Andrew Taylor (President of the Oaks) and Director Mike Palica (President of the Elms).

Art Stueck and Kim Murray of REI Property and Asset Management were also present.

Kim Murray, from REI Property and Asset Management, established that a quorum was present. There were 26 unit owners in attendance and 15 units represented by proxy.

George introduced his fellow board members; Carole Torro, Chairwoman of the Landscaping Committee; George Torro, Chairman of the Maintenance Committee and thanked them all for their dedication and commitment to Sterling Woods II. George also thanked Ed Kowalczyk, prior chairman of the Maintenance Committee, and Renee Strazza, who was not able to attend the meeting, for her efforts with various community social events.

The Owner of 1204 Cypress Drive made a motion to accept the meeting notice. The Owner of 1306 Cypress Drive seconded the motion. All present voted in favor of the motion.

The Owner of 1603 Cypress Drive made a motion to accept the 2008 meeting minutes as drafted and to waive the reading of same. The Owner of 1306 Cypress Drive seconded the motion. All present voted in favor of the motion.

Carole Torro acknowledged the participating members of the Landscaping Committee and provided a report of 2009 accomplishments and future plans. Key areas of focus were with Eastern View, the day to day landscaper (cutting lawns, bed maintenance, leaf removal, etc...); tree replacements and tree maintenance programs with Bartlett Tree Company and the lawn weed control and lawn fertilization program with TruGreen. Carole covered areas of concern including overgrowth of Bradford Pears, the poor health of trees along the entrance boulevard and the proliferation of artillery fungus in mulch around the community. George Holland thanked Carole and the Landscaping Committee members for all their hard work and their success with the grounds, flowers, trees and seasonal decorations in 2009.

George Torro, Maintenance Committee Chairman, introduced his fellow committee members and presented a report on those areas where they focused their efforts this past

year. Major efforts were replacing the main entrance roadway, seal coating of the driveways in the Elms, replacing all remaining wood garage doors, installing leaf gutter guards on the rear of wood-line units, repairing 93 privacy wall caps to prevent internal rot of the structure (7 were fully replaced), power washing buildings and decks and staining decks in the Willows and Summit, upgrading most of the signage around the community, staining and sealing wood guard rails and the wood playground structure, renovating various mailbox stations, installing a pool anti-entrapment device, cleaning out yard drains and re-painting fire hydrants. George Holland thanked George and his fellow committee members for all their efforts in 2009.

Stan Kishner named and thanked all the members of the Treasurer's Committee. He then presented the 2010 budget proposal which keeps common fees at the same levels as 2009. The operational budget will equal \$1.172K. The reserve budget forecasts expenditures of \$94K for tree restoration, driveway and concrete replacements, and a new irrigation system. The reserve fund will grow by \$155.1K. Reserves are funded by new buyer capital contributions, the transfer from the operating budget and earnings on investments. The reserve fund is set aside for long term capital replacements such as paving, roofing, garage doors, siding, etc. The Association's goal is to save appropriately and to avoid one time assessments.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

After a question and answer session, the Owner of 130 Logging Trail made a motion to accept the proposed budget. The Owner of 1603 Cypress seconded the motion. All present voted in the affirmative.

At 8:15 PM, Joe Wielock made a motion to adjourn the meeting. Steve Andrewson seconded the motion. Without objection, all present voted in favor of adjourning the meeting.