

STERLING Woods II – The Willows Village
Minutes of the Annual Meeting
November 15, 2016

The meeting was called to order by Village President Steve Griffing at 7:00 pm.

Board Members Present:

Steve Griffing	President
Julia Brzezinska	Treasurer
Stefanie Mischner	Secretary

Board Members Absent:

Steve Andrewson	Vice President
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Sign In:

Taking of roll call was waived. Sign in sheet attached. Proof of meeting approved.

Reading of Minutes of preceding meeting:

The meeting minutes from 2015 were read. Motion was made to accept and approve the minutes. The motion was carried by voice vote.

Reports:

Finance: Julia Brzezinska described treasury committee process and indicated that the committee would be recommending a nominal 5% increase to the master board at the November 2016 meeting.

Election of Directors of the Willows Board:

The terms of Steve Griffing and Stefanie Mischner expired automatically and both were nominated and approved to continue on the board. All existing board members were elected by unanimous voice vote by those in attendance. New Unit owner, Donna Kessler, volunteered to become a member of the board and was nominated and unanimously elected. All officers were confirmed by unanimous vote to existing offices.

Steve Griffing	President
Steve Andrewson	Vice President
Julia Brzezinska	Treasurer
Stefanie Mischner	Secretary
Donna Kessler	Director
(Open Director Position)	

Election of Representative to the Master Board:

Steve Griffing was nominated and unanimously approved to represent the Willows on the master board.

Unfinished Business:

1. Previous business agenda items were discussed.

New Business:

Items Discussed:

1. Street Lighting: Level of adequate street lighting continues to be a priority concern on Cypress Drive.
 - A. It is believed that Cypress Drive has fewer lights than other communities. (TBD)
 - B. Considered a real safety issue.
 - C. Reiterated desire to have road committee consider provisions for addition of more light posts (pending approval) when Cypress is repaved.
 - D. Can we consider more drastic pruning of trees blocking lights particularly in the leaf bearing seasons and/or remove these trees altogether. (TBD)
 - E. If not done at this time, does technology exist to allow installation later that would not require digging up new roads or driveways?
2. Gas Pipelines: A unit owner expressed concern with verification of integrity of natural gas pipelines within the community. What is the procedure to ensure integrity? Who is responsible for all gas pipelines inside and outside of units? Suggestion was made to have a certified independent plumber inspect all gas lines at SWII. As units at SWII age, is integrity of gas lines something that we need to have as a maintenance or capital item? What does Eversource recommend?
3. Rules Enforcement – Dryer Vents. Unit owner commented on how seriously clogged his dryer vent was when cleaned by REI and wanted to know if the board should make it a requirement that unit owners provide proof of annual vent cleaning. (TBD if he or Steve Griffing will present this issue to board for discussion and consideration).
4. Repaving: Some unit owners were concerned with alternative parking plan, particularly for owners with limited mobility, and/or disability, during upcoming paving operation.
5. Additional Parking: Reiterated request that additional parking spaces be provided when repaving is done. Some should be designated as overflow (near Silversmith and/or at cul-de-sac). The only current overflow is considered too far from Cypress Drive. Suggested spots include enlarging the existing space near the stop sign at Silversmith and at the beginning of service drive to water tank (move the chain back and add to either side).
6. Mailboxes. Unanimous opinion was expressed not to spend funds for replacing existing mailboxes with lockable type. However, one unit owner indicated that at previous condo residence, the post office replaced them with lockable type at no charge.

With no additional business, the motion was made, seconded and approved to adjourn at approx 8:30 PM.

Follow up comments: 12/10/2016

Street Lighting:

An ad hoc committee of Cypress residents (Steve Griffing, Vicki Vaughan, Donna Kessler, Gail Pichiarallo) gathered data on the street lighting and, with guidance from Julia Brzezinska (landscape) have made recommendations to the board. Short term recommendation is to trim back the arborvitae blocking two of the light posts. Costs are being gathered for consideration of adding additional light posts when the road is repaved next year. The report and recommendations are attached. Pending discussion and approval.

Gas Pipelines:

Eversource has confirmed that they noted no issues with integrity of existing pipelines or they would have taken action.

It has been confirmed that Eversource is responsible for all pipelines up to and including the gas meter on the buildings. Unit owners are responsible for all pipelines inside their individual units.

Eversource & Customer Owned Pipes

Eversource takes safety seriously and looks to ensure natural gas is delivered safely and efficiently. We make sure to properly maintain our gas pipes and inspect them periodically. However, at times you may find you have questions about which parts of your service are privately owned and which parts we maintains

We maintain the gas pipes that run along your street and end at your gas meter. Gas pipes that run from your meter to your furnace, water heater or other appliances are your responsibility.

Eversource has contacted and was not aware of any specific maintenance procedure for internal pipelines. Unit owners can hire individual plumbers themselves if they want their individual lines inspected.

Repaving:

Logistics were discussed with Bouchard and REI and they have assured us that they will make accommodations for special needs during repaving. This was demonstrated during repaving of other roads and would be reiterated.

Additional Parking:

Information was gathered regarding adding additional parking spaces to Cypress when repaving was done. See attached report. Bouchard was asked to estimate the costs of adding spaces during paving. The result is that it would be more feasible to add spaces 3-4 to existing lot at the top near intersection with Silversmith as the loop area is bounded and confined by electrical boxes and mailbox installation. One or more of these additional spaces could be designated as overflow parking for this end of the complex (not just Cypress). This will all need to be reviewed and approved by the board when the road is repaved.

Issue: Quantify if there is sufficient lighting on Cypress Drive.

November 20, 2016 Steve Griffing, Vicki Vaughan 1504 Cypress Drive

Comment: Lack of sufficient street lighting on Cypress Drive has been raised as an issue by Willows residents for several years and documented in several village meetings. It has been postulated that Cypress Drive has fewer lights than other villages because it was one of the last villages built.

Project: Data was gathered on all villages and compared.

Conclusion: Both Cypress Drive and Pinnacle Drive have approximately 50% fewer light fixtures per village than Heartwood, Bradford, Revere and Hancock, and 75% fewer than Logging Trail.

Discussion: Where Heartwood, Bradford, Revere and Hancock have an average of 1 lightpost for every 6 units, Pinnacle and Cypress have approximately 1 lightpost for every 12 units. Cypress has fewer than Pinnacle and the effectiveness of street illumination is further hindered by placement and dense evergreen arborvitae landscape blocking some by almost 100%. Layout of Pinnacle in a loop tends to help with illumination as lightposts can illuminate more than one area (i.e. lightpost opposite 1702 covers loop, parking lot and extension although this could be improved with trimming of arborvitae). Cypress is one long road with only 5 lightposts. Two of the lightposts are next to each other at the end loop which results in only 3 for the entire balance of the long road. There is a significant unlit area from Silversmith to the first lightpost (1306) which is almost 100% obscured by arborvitae landscaping. One of the lightposts at the end circle is about 50% obscured by arborvitae.

Suggestion: Immediate improvement can be realized by severely trimming or removing the arborvitae in several locations. Consideration should be given for additional lightposts on Cypress or at minimum making provisions for additional lights when repaving, so that no paving needs to be disturbed should the decision be made later to add lightposts. We would suggest adding lampposts at the following locations:

- A. On Cypress Drive near the intersection of Silversmith and Cypress. This would provide illumination to the entrance of Cypress and the upper visitor parking spaces.
- B. Midway between the long stretch from central visitor parking spaces to the end circle (approx 1902).
- C. The need for a 3rd lamppost would be evaluated after existing lampposts have been cleared of current blockage.

Obscured Lightposts.



1306 Cypress Almost Total Blockage



End Circle Cypress

DATA Summary

Road	Lightposts	Units	Lightposts per unit	Average per group
Group 1				
Logging Trail	11	40	1 light/3.6 units	Group 1 1 light/4 units
Group 2				
Heartwood	8	42	1light/5.25 units	
Bradford	9	50	1light/5.5 units	Group 2 1 light/6 units
Revere	7	44	1 light/6.25 units	
Hancock	5	41	1 light/8.2 units	
Group 3				
Pinnacle	6	68	1 light/11.3 units	Group 3 1 light/12 units
Cypress	5	63	1 light/12.6 units	

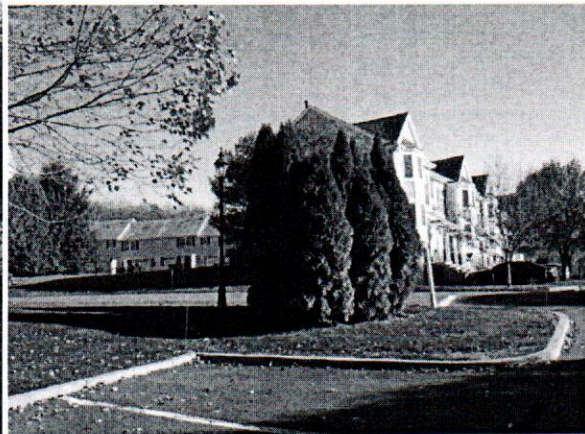
Summary: Pinnacle and Cypress have 50% fewer lights than the average of other streets (excluding Logging Trail).

Additional Trimming. In addition to the two lightposts indicated above on Cypress, we identified several other lightposts in the complex that should be considered for trimming to improve lighting. Note: We only considered the blockage by evergreen bushes such as arborvitae and not by deciduous trees.

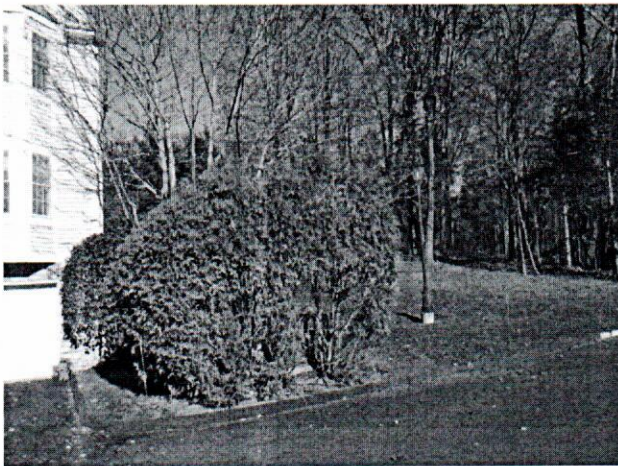
- Logging Trail circle at 119
- Revere at end Circle blocking half of circle
- Hancock opposite 2002
- Pinnacle at 1702 blocking visitor parking and portion of upper Pinnacle
- Pinnacle at 1306 block about half of its illumination



Pinnacle 1306 Partial Blocking



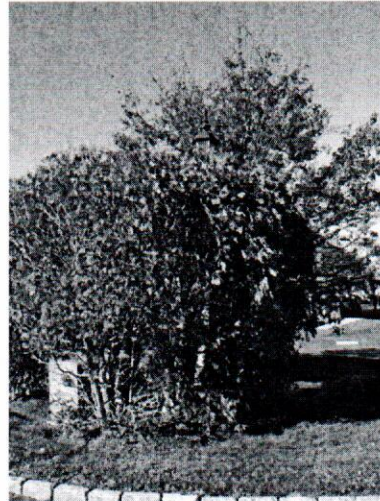
Pinnacle 1702 Blocking road and parking



Revere, End Circle Partial Blocking



Hancock 2002 Partial Blocking



Logging Trail 117

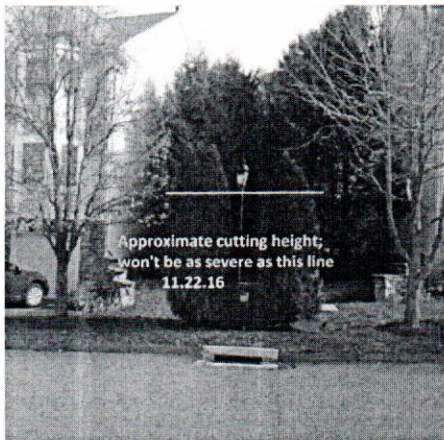
Recommendation for short term improvement of illumination on Cypress Drive. Trimming blocked Lights.

Several Options were explored by the Julia Brzezinska of the landscape committee and an ad hoc committee of Cypress residents to mitigate the issue of overgrown arborvitae plants blocking two of the street lights on Cypress Drive (1306 Cypress and at the lower circle).

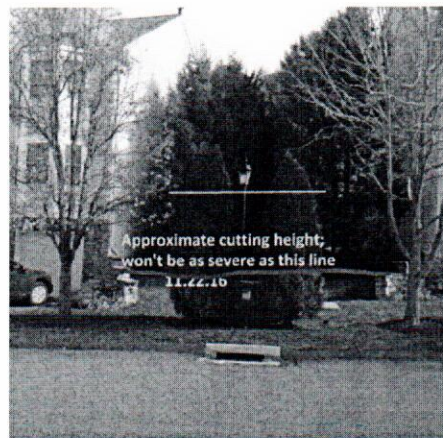
Summary: The recommended solution is to remove the obstructing completely and save 10% by doing these on winter rates and replace them with lower growing bushes in the spring. Consideration was given to pruning only, but it was felt that this would not alleviate the problem and there would be ongoing future costs for trimming.

The options are presented and discussed below with recommendations.

1306 Cypress Drive



Picture 1



Picture 2

Consideration was given to doing minimal trimming to preserve the arborvitae as suggested by Bartlett Tree Service (Picture 1) but this would not dramatically improve the illumination on the street. In order to maximize the illumination, more severe pruning is needed (Picture 2 Red Line). But this would look unsightly and would most likely kill the plant. Therefore it was concluded that pruning would be a waste of money.

Pruning of tree per Picture 1 was \$159.52

No estimate given for pruning per Picture 2 as that would kill the plant.

The solution is to remove the bushes and replace them in the spring.

The cost to totally remove the bushes and grind down the stump as close to the grade as possible is \$409.45.

Replacing in the spring would be included in the annual shrub replacement list next spring and is estimated at \$50 each x 4 = \$200.

1805 Cypress



Again, the proposed pruning cost at the estimated line would be \$303.10 (more expensive than 1306 due to size of bushes) and total removal is \$409.45. Replacing in the spring would also be approx \$200.

Pruning at the indicated level would also not improve the illumination up Cypress away from the Circle where it is needed so the recommendation is also for removal and replacement with shorter bushes in the spring.

Prepared by Steve Griffing 11/29/2017

Issue: Quantify status of visitor parking on Cypress Drive.

November 20, 2016 Steve Griffing, Vicki Vaughan 1504 Cypress Drive

Comment: Concurrent with study on street lighting on Cypress Drive we also ventured to quantify the status of visitor parking spaces on Cypress Drive. The visitor's lots are often filled. This is a common discussion at the village meeting.

Project: Data was gathered on all villages and compared.

Conclusion: Both Cypress Drive and Pinnacle Drive have approximately 40% fewer parking spaces per unit than Hancock, Heartwood, Bradford and Revere. Logging Trail parking was not included in this analysis.

Discussion: Where Heartwood, Bradford, Revere and Hancock have an average of 1 visitor parking space for every 2.7 units, Pinnacle and Cypress have approximately 1 visitor spot for every 3.8 units. This represents 40% less availability than the other streets (excluding Logging Trail).

Suggestion: When the road is repaved, consider adding additional parking at the entrance of Cypress Drive by enlarging the existing parking lot to accommodate 3 more parking spaces. An additional two parking spaces can be added to the lower parking lot at the circle. Some of these additional spots could be designated as overflow parking that would be more convenient to Pinnacle, Cypress and Hancock residents. The cost would be minimal if done when the repaving is done.

Note: It was noted that three (3) visitor's parking spaces on Revere near 1706 were not relined after paving.

DATA Summary

Road	Parking Spaces	Units	Spaces per unit	Average per group
Group 1				
Hancock	17	41	2.4 units per space	
Heartwood	16	42	2.6 units per space	Group 1 2.7 units per space
Bradford (Does not include overflow)	18	50	2.8 units per space	
Revere	15	44	2.9 units per space	
Group 2				
Pinnacle	19	68	3.6 units per space	Group 2 3.8 units per space
Cypress	16	63	3.9 units per space	

Summary: Pinnacle and Cypress have 40% fewer available visitor's parking spaces than other streets.