

**January 4<sup>th</sup>, 2009**  
**Sterling Woods II – Master Association**  
**Danbury, CT**  
**Website: [www.sterlingwoods2.org](http://www.sterlingwoods2.org)**

Dear Association Members:

From your Master Board and all of us at REI, we wish you a Happy and Healthy New Year!

We had a good turn out at the annual owner's budget ratification meeting and those in attendance enjoyed presentations from the Landscaping Committee, Maintenance Committee and the Master Board Treasurer. The past and future remain bright at Sterling Woods. For those of you that missed the meeting, visit the Association website to view the minutes. If you do not have access to the internet, contact Kim Murray at the on site office and she can provide you with a hard copy.

The approved budget calls for a 3.5% increase which generates an increase in revenue of \$38,700. On the expense side, we have increased reserve transfers (savings) by \$51,000. Effectively, we plan to operate with less but save more for future capital costs. This increase in savings will continue to build the strength of the Sterling Woods balance sheet and continue on the path of the "no assessment" philosophy.

By now you should have received your coupon book for 2009 common fee payments. If you did not, please contact Janice Essa, our Manager of Accounting, and she will assist you by sending a replacement. Her email address is [jessa@reipropertymanagement.net](mailto:jessa@reipropertymanagement.net).

We have some major plans for 2009, including, but certainly not limited to – new paving of a large portion of the main entrance road (Silversmith), continuing replacement of wood garage doors, pressure washing of buildings/decks and the staining of decks in the Summit and Willow Villages, and continued improvements to the landscaped grounds.

The Master Board has passed a new rule. See below for your edification...

**Article VI, Section 6.13 – Vehicle Identification**

Unit owners are required to provide accurate vehicle identification information for all cars and trucks that are housed on the community's property. Identification information includes year, make, model, color, and vehicle license number. This information must be provided to the property manager upon request. It should be updated or verified at least annually. Unit owners are responsible for providing the information for any leasers. Failure to provide accurate information in a timely manner will be subject to an initial fine. Continued failure to provide the information will be subject to further fines.

Notice has been given and comments allowed so this rule is now officially in effect. Enclosed you will find a new page for insertion into your personal association rule book.

The board wanted me to pass along the context of an email we received from one of your fellow residents...

**“(our heating vendor) inspected and prepared our furnace for the 2008/2009 heating season. The person doing the work indicated that the heat exchanger was cracked and could easily release carbon monoxide. .... We have to keep a window on each floor open one inch when the heat is on and continue doing so until the exchanger is replaced. We also have carbon monoxide alarms in the basement and on the second floor. It may be worth alerting the Sterling Woods community to the unexpected degradation of the heat exchanger especially since the cracks can emit deadly and odorless carbon monoxide gas.”**

We strongly urge all residents to make certain their heating system is functioning safely.

**A few other general reminders include...**

We will again be providing residents with a dumpster for disposing of Christmas trees. The container will be located at the top of Revere Road from January 2<sup>nd</sup> through January 14<sup>th</sup>. It is imperative that this container only be used for dumping of Christmas trees.

Trash and recycling pick ups are normally Monday mornings. The following holidays cause a one day delay in the pick up schedule - January 19<sup>th</sup>, February 16<sup>th</sup>, May 25<sup>th</sup>, September 7<sup>th</sup> and October 12<sup>th</sup>.

See the association website for association meeting minutes and information about the various social clubs that are available to all residents here at Sterling Woods – Social Events, Bunco Night, Bridge, Book, Knitting, Children’s Arts and Crafts, and Poker. Just click on “Social Activities”.

The next Master Board Meeting will be held on Wednesday, January 21<sup>st</sup>, 2009. The Open session begins at 7:30 PM. Let us know, one week in advance, if you would like to be placed on the agenda and the subject matter that you would like to cover.

If Kim or I can assist you in any way, please let us know. Kim’s email address is [kmurray@reipropertymanagement.net](mailto:kmurray@reipropertymanagement.net).

Sincerely,



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Parking has been designated by areas and not on a per space basis. Consequently, moving a vehicle from one space to another within an area means that you are still parked in that area. The Overflow Parking Area is located in the area entering Bradford Drive adjacent to The Elms. (Additional restrictions for Overflow parking are outlined in Appendix D.)

Section 6.11 Restricted Parking. The use of the visitor parking areas and/or any roadway as additional parking space is prohibited. All parking regulations will be strictly enforced. One warning may be issued followed by a fine, or towing, or both. The Master Board, or any of its individual Directors have the Master Board's pre-approval to remove vehicles with no prior notice for emergency purposes.

Section 6.12 Number of Vehicles Per Unit. Only two registered motor vehicles per Unit are allowed to be parked on the Sterling Woods Property. Any Unit Owner desiring the use of the Sterling Woods Overflow Parking Area to park one additional vehicle must request permission in writing from the Master Board. Permission will be granted, or denied, based upon the parking limitations at that time. See the attached Overflow Parking Policy (Appendix D) for more details.

Section 6.13 Vehicle Identification. Unit owners are required to provide accurate vehicle identification information for all cars and trucks that are housed on the community's property. Identification information includes year, make, model, color, and vehicle license number. This information must be provided to the property manager upon request. It should be updated or verified at least annually. Unit owners are responsible for providing the information for any leasers. Failure to provide accurate information in a timely manner will be subject to an initial fine. Continued failure to provide the information will be subject to further fines.

## **ARTICLE VII**

### **General Administrative Rules**

Section 7.1 Consent in Writing. Any consent or approval required by these Rules must be obtained in writing and may be revoked at any time by resolution of the Master Board, subject to Notice and Comment, or Notice and Hearing at the option of the Master Board.

Section 7.2 Complaints. Any formal complaint regarding the management of the Property, or the actions of other Unit Owners, tenants, or residents shall be made in writing to the Master Board, or to an appropriate committee thereof.

Section 7.3 Renting. Unit Owners renting their Units are required to pass on to their tenants all Rules, Regulations, important information, and Association correspondence. Unit Owners are responsible for all fines levied against their Unit(s).

Section 7.4 Tag Sales. Tag sales and garage sales are not permitted without the prior written consent of the Master Board. Written request to the Master Board is required at least one month prior to the scheduled sale.

Section 7.5 Common Expenses. Master and Village Common Expenses are due on the first of each month. Payments received after the tenth of the month will be subject to a late charge as specified in the Sterling Woods Resolution Concerning Late Charges and Interest (Appendix E).

## **ARTICLE VIII**

### **Pets**

Section 8.1 Household Pets. Each Unit Owner may keep one (1) dog, which shall not act in a way, which creates a nuisance for other Unit Owners, or tenants. Each Unit Owner may also keep one (1) cat or, if they have no dog, two (2) cats. Subject to the other provisions of this Rule, Owners may also keep caged birds and tropical fish. No animals, birds, or reptiles of any kind may be raised, bred, or kept within Sterling Woods, or brought on to the Master Common Elements, unless approved in writing by the Master Board. Pets may not be kept, bred or maintained for any commercial purpose. Cats are not allowed to wander unsupervised on Master Common Elements or Limited Common Elements other than your own. Dogs are not permitted in any portion of the Master Common Elements or Limited Common Elements unless carried or on a leash; no dogs or cats will be curbed close to any unit's patio or front grass area except in the street, or special areas designated by the Master Board. The Unit Owner will compensate any person hurt or bitten by any dog, and the Unit Owner will hold the Master Association and Village Association harmless from any claim resulting from any action of his pet whatsoever. Guiding Eye dogs will be permitted for those persons holding certificates of blindness and necessity, as well as Hearing Ear dogs.

Section 8.2 Pet Nuisance. Any pet causing or creating a nuisance, or unreasonable disturbance, or noise, will be permanently removed from the Property upon three (3) days' written Notice and Hearing from the Master Board. Pets shall not cause or create a nuisance, unreasonable levels of noise, or a disturbance. Repeated complaints from several Unit Owners located in Units, adjoining and/or adjacent to the pet's location, shall constitute unreasonable behavior.

Section 8.3 Repairs. Pet owners are responsible for the cost of any repair and/or additional maintenance required because of damage caused by their pets to lawns, shrubs, trees, etc.

Section 8.4 Leashes. All pets must be hand leashed. Pets are never to be tied up outside unattended, left on porches or decks, or left to roam on their own.

Section 8.5 Clean Up. All pet owners or attendants, are responsible to immediately pick up after their pet and properly dispose of the waste.