



(Photo submitted by Anne Holland)

**November 18, 2021**  
**Sterling Woods II – Master Association**  
**Monthly Newsletter**  
**Website: [www.sterlingwoods2.org](http://www.sterlingwoods2.org)**

Dear Unit Owners:

Below are operational highlights at Sterling Woods II for your review:

**Annual Owners Meeting**

Enclosed you will find the Association's official Annual Owners Meeting Notice and Agenda along with a proxy, the proposed 2022 budget and the Minutes from the 2020 Annual Meeting. We hope you can join us on Wednesday, December 8, 2021, at 7:00 PM. The meeting will be held via conference call using Microsoft Teams (see attached notice for call in information). If you would like to proxy someone to attend the meeting, please return your proxy or give your proxy to a Board member prior to the meeting (see meeting notice stating ways you can return a proxy).

We anticipate that new coupon books will be sent out in time for owners to make their January payment on time. To ensure that your account is properly credited, please wait for your new coupon book before mailing in your January payment. If you pay your common charges through the CIT website, you will have to go into the website and adjust the amount you authorize to be paid each month. It will not be updated automatically. If you set up automatic payments through your own bank, you will have to adjust the amount they will pay each month.

**IMPORTANT INFORMATION REGARDING PARKING DURING A SNOWSTORM**

Please note that the snow vendor uses visitor parking areas during a storm for the temporary placement of snow. The availability of these areas is critical during a snowstorm. Do NOT move your car from your driveway to the visitor's lot during a storm to make it "easier" for the vendor to clean your driveway. It hinders the snow removal effort and is a violation of the parking rules.

**Amenity Update**

The board has approved a staged opening of the clubhouse in the near future. Requirements are being put in place and the Association's attorney will be asked to create a waiver to be signed by Unit Owners who want to use the fitness center, attend a club or a board meeting. Proof of identification and proof of vaccination will need to be shown to REI. Currently, there is no plan to open for clubhouse rentals. The plan also includes opening the clubhouse for in-person board meetings starting in January. This will be a hybrid meeting allowing in-person and remote, virtual participation. Additional information will be sent to Unit Owners in the near future.

## **Landscaping Committee Report**

Leaf blowing, mowing (sometimes spot mowing where needed), and policing of SWII trash is done weekly and will continue, at least, until mid-December.

Pruning of trees will continue through the winter. Because of increasing requests for pruning of Bradford Pear trees (in front of units), our arborist has suggested changing our pruning schedule to meet these demands. In our contract one-third of all the pear trees are pruned every year. It takes 3 years to complete pruning of all the pear trees. We will now prune all the pear trees on a two-year cycle. That means, one half of the pear trees will be pruned every year. Some may be pruned drastically (anywhere from 3 to 6 feet) depending upon their rate of growth and if the trees are touching gutters, roofs and sliding. We will stay within the contract costs by postponing the wood line management project on Nabby Road for one year. We usually do this project every year but now will be doing it every other year. Our arborist assures us this work has been kept under control and sees no harm in postponing it for a year.

Our final lawn application No. 5 was done on November 2nd. This application was winter fertilizer in a blanket application to all turf areas. The majority was granular with liquid used on small areas and slopes. This year lime was applied to the entire property. Liming is done every other year. The first application of the 2022 season will take place sometime between April and early May.

## **Holiday Related Information**

Per the Rules & Regulations, decorations may be installed only up to 30 days prior to holiday observance, and they must be removed within 10 days after the holiday. Holiday decorations shall be limited to the front door and porch area and may not be permanently affixed to the Unit. However, in the Birches, Village Unit Owners will be allowed holiday decorations up to six feet in front of their single-family homes.

## **Christmas Tree Disposal**

The Association will once again offer special services for the disposal of Christmas trees. A dumpster will be placed in the parking area at the top of Revere Road (across the street from the clubhouse). The dumpster will be dropped off on January 3<sup>rd</sup> and picked up on January 14<sup>th</sup>. If the dumpster is full before January 14<sup>th</sup>, it will be removed. Please make certain that only real Christmas trees are disposed of and that they are free of all decorations. Please do not leave your Christmas tree next to the dumpster.

## **December Board Meeting**

The December Master Board Meeting will be held on Monday, December 8, 2021 (see attached Owners Meeting Notice for call in information). The Open Session will begin immediately following the Annual Owners meeting. 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.

Please note - you will be muted during the meeting. However, you can listen in. If you have any questions, you would like the Board to answer, you should e-mail your questions to Kim Murray at

[kmurray@rei-pm.net](mailto:kmurray@rei-pm.net) a week prior to the meeting. Your questions will be addressed at the end of the Open Session Board Meeting. The Board will also give you an opportunity to ask questions at the end of the meeting.

### Some routine reminders and comments...

- Gutter Cleaning - Post leaf drop season, all gutters throughout the association will be cleaned. Although we do not have dates this work will be done, please do not be alarmed if you see workers on ladders once the leaves have fallen from the trees.
- At this time of year, we do ask that you make sure you remove decorations that are out of season - such as pumpkins (after Thanksgiving) and potted plants that have died off for the year. If the pot is a large ornamental, you can clean it of dead plants and leave it where it is for the winter. Please properly store smaller pots inside your Unit.
- Please come to a complete stop at all stop signs in the community. The speed limit within Sterling Woods is fifteen miles per hour.
- The below is an excerpt from the Associations Rules and Regulations....

*Minimum Temperatures. All thermostats in the Units must be set at 55 degrees Fahrenheit or higher from November 1 through March 31.*

*Note: check the batteries in all of your thermostats as some brands do not operate if the batteries die.*

*Turn off water valves before leaving for any extended absence. If a unit is to be unoccupied for one week or longer, the main water valve for the unit shall be turned off. **Note: Some units also have total building shut off valves which must not be turned off too.***

Should you know of any neighboring units that are vacant, please notify the property management office at [kmurray@rei-pm.net](mailto:kmurray@rei-pm.net). We will then make certain ownership is aware of the rules in this regard and that they are following them. Thank you for your cooperation.

- Parking Rule Reminder - We would like to remind Unit Owners that parking on the street is not allowed. Also, please do not park your car in the visitor's lot. Your cars should be parked in your driveway and in your garage.
- As I am sure you know, many residents enjoy walking in the community. If you walk on the road at night, we encourage you to wear reflective clothing or carry a form of illumination.
- **IMPORTANT INFORMATION REGARDING YOUR DRYER VENT**

We would like to remind all Unit Owners, per Appendix E, Exhibit A of the Rules & Regulations (Maintenance, Repair and Replacement Standards), **you should have the vent serving your clothes dryer cleaned at least once a year.** Please note the dryer vent must be completely cleaned from the dryer to the unit exit (location will be different for every unit depending on installation). If you are interested, REI does offer this service. If you would

like to set up an appointment to have this done, call Carl Webster at (203) 744-8400 ext. 131 or his e-mail address is [cwebster@rei-pm.net](mailto:cwebster@rei-pm.net).

There will be no delayed trash pickups for the remainder of the year.

If Kim or I can assist you in any way, please let us know. Kim's hours are approximately 7:30 AM until 2:30 PM. Her email address is [kmurray@rei-pm.net](mailto:kmurray@rei-pm.net) and the on-site phone number is (203) 748-0859 or she can be reached at (203) 744-8400, ext. 153. If you have an emergency, call (203) 744-8400 and hit 0.

Sincerely,

A handwritten signature in black ink, appearing to read 'Art Stueck', with a stylized flourish at the end.

Art Stueck  
President  
REI Property and Asset Management

Enclosures