



(Photo submitted by Anne Holland)

**February 21, 2023**  
**Sterling Woods II – Master Association - Monthly Newsletter**  
**Website: [www.sterlingwoods2.org](http://www.sterlingwoods2.org)**

Dear Unit Owners:

Below are operational highlights here at Sterling Woods and important information and reminders...

**Four insurance claims have already been submitted this year (all water related losses)**

So far this year, the Association has had to submit four insurance claims for water related losses. When the policy is due for renewal in October, it is very likely the premium for this policy will increase significantly. In fact, coverage may be difficult to obtain. It is very important that all owners follow the Maintenance Standards (a subset of the rules) and that you know where your water shutoff valve is located. The board wants to avoid major increases in insurance costs which will result in higher common charges and/or a special assessment.

**WATER SHUT OFF VALVE**  
**URGENT – YOUR IMMEDIATE ATTENTION IS NEEDED**

- YOU NEED TO LOCATE THE WATER SHUT OFF VALVE IN YOUR UNIT.
- YOUR WATER SHUT OFF VALVE NEEDS TO BE READILY ACCESSABLE.
- PUT A TAG ON THE VALVE (like the first picture below) SO EVERYONE IN YOUR UNIT (OR A TENANT), EMERGENCY RESPONSE TEAM, OR A DESIGNATED CONTACT ACTING ON YOUR BEHALF, CAN IDENTIFY THE VALVE.
- IF YOUR UNIT IS RENTED, MAKE SURE YOUR TENANTS KNOW WHERE IT IS AND MAKE SURE THE VALVE IS TAGGED.
- IF YOUR UNIT HAS THE MAIN WATER SHUT OFF VALVE TO THE ENTIRE BUILDING, MAKE SURE THERE IS A TAG ON THAT VALVE AND ALSO A TAG ON THE SHUT OFF VALVE FOR JUST YOUR UNIT.

PLEASE GO AND LOCATE THE SHUT OFF IN YOUR UNIT AND TAG IT. IF YOUR UNIT IS RENTED, SHOW YOUR TENANT WHERE THE SHUT OFF VALVE IS AND TAG THE VALVE SO IT CAN BE FOUND EASILY IN AN EMERGENCY.

To Reiterate:

If you have an emergency, and do not know how to shut off the water in your unit, you could end up with unnecessary damage. If you cannot find the water shut off valve, or wish to confirm your understanding, you can hire a plumber to locate it for you or hire REI to do the same by calling Carl Webster at (203) 744-8400 ext. 131 or by e-mailing him at [cwebster@rei-pm.net](mailto:cwebster@rei-pm.net).

If it is in a location that is not easily accessible, or if your shut off valve is not working properly, a licensed and insured plumber will be able to repair or move the valve if necessary.

In one of the units in each building (in most buildings it is in one of the end units), there is also a main water shut off valve that shuts the water off to the entire building. Please make sure you know if you have the building water shut off valve in your unit, but you should also know where the shut off valve is for just your unit.

See pictures below of a water shut off valve in a unit that does not have the main shut off valve in it for the building, the shut off valve in a Birches unit, and a picture of the two shut off valves in a unit that also has the main shut off valve for the building in it.

**Below is a picture of the shut off valve in a townhouse that does not also have the main valve in the unit.**



**Below is a picture of what the shut off valve looks like in a Birches unit (50 houses). If you need to shut off the water – turn both valves vertical to shut off the water in your unit.**



**Below is a picture of a townhouse that has the main shut off valve for the entire building in it and a picture of the shut off valve just for that unit – note, these valves were not located in the same location in the lower level of the unit.**



**Please help us minimize the damage caused by water and keep our insurance rates from skyrocketing.**

### **Proposed Change and Addition to Exhibit A of the Rules & Regulations – Maintenance, Repair and Replacement Standards (attached)**

Enclosed you will find proposed rule changes (change to #14 and addition of #16 and #17) that were approved by the Master Board at the February meeting. After Master Board approval, there is a requirement of notice to all residents and a ten-day comment period. If you have any comments about the proposed rule changes, please mail or e-mail them to REI. After the notice and comment requirement is met and final ratification occurs, we will send all residents updated rule pages which you can insert into your rule book. A full set of the rules can be e-mailed to you at any time if you cannot locate your hard copy (or if you prefer electronic files).

### **Volunteers are needed for the Maintenance Committee**

The Maintenance Committee is in need of volunteers. In the spring, the committee walks the community to inspect every unit and the entire community and report back with a list of suggested work that needs to be done.

If you are interested in serving on this committee, you need to be able to walk around to inspect units. If you have any questions or would like to serve on this committee, please contact Kim Murray at (203) 748-0859 or via e-mail at [kmurray@rei-pm.net](mailto:kmurray@rei-pm.net).



## Pool Attendant Position Available

If you are interested in the weekend pool attendant position, please contact Kim Murray at (203) 748-0859 or via e-mail at [kmurray@rei-pm.net](mailto:kmurray@rei-pm.net). Contact Kim for details regarding this position.

## March Board Meeting

The next board meeting is Wednesday, March 15<sup>th</sup> at 7:30 PM. It will be held in person at the clubhouse (you may attend in person if you sign the Amenity Use Agreement Form) or you can attend electronically. If you choose to attend electronically, call (203) 666-8107 and then enter the conference ID number which is 479 352 682 #. When you call in, you will be put into a “lobby” and when the meeting is ready to begin you will be “brought” into the meeting.

Please note – if you join via conference call, 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. The board also gives those in attendance either in person or via conference call an opportunity to ask questions at the end of the meeting.



**Dumpster Day** - The Association has arranged for the spring dumpster day program – it will be held on Saturday, May 20, 2023. More details will be provided as we get closer to the date.

## Litter in the Community



Please do not litter in the community. The first two pictures are litter found near the bus stop and the liquor bottles were along the entranceway on Silversmith Drive. These small bottles of liquor have also been seen on various roads throughout the community.

**Some routine reminders...**

The next holiday that will impact trash pickup is Memorial Day. That week, the pickup will be on Tuesday, May 30, 2023.

**Parking Rule Reminder:** no on-street parking is permitted except for temporary loading and unloading. Per the rules, the use of the visitor parking areas and/or any roadway as additional parking space is prohibited.

The speed limit in Sterling Woods is 15 MPH. Drive carefully for the safety of your neighbors and visitors in the community. Thanks!

Please make sure your vehicle always comes to a complete stop at all stop signs throughout the complex.

Out of respect for your neighbors, we again remind pet owners to be diligent about curbing, picking up after your pets and properly disposing of any feces back at your unit. Recently, there was even dog feces on one of the benches in the community.

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, you can call 203-744-8400 and hit zero.

Sincerely,



Art Stueck  
President  
REI Property and Asset Management

Attachment

**Suggested Addition and Change to Exhibit A – Maintenance, Repair and  
Replacement Standards of the Rules & Regulations  
February 21, 2023**

**The suggested addition to the Maintenance Standard is #16 and #17 below in bold. The suggested change is to #14.**

**MAINTENANCE, REPAIR AND REPLACEMENT STANDARDS**

1. Hot Water Heaters. All Unit Owners shall replace their gas or electric hot water heaters once they are more than 10 years past the installation date. However, the replacement standard for tankless heaters is 20 years past the installation date.
2. Washing Machine, Dishwasher, Sink and Toilet Hoses. All Unit Owners shall install steel braided, Flood-Chek, or equivalent hoses to serve the washing machines, dishwashers, sinks, toilets, and refrigerator water feed line in their Unit.
3. Smoke Detectors. All Unit Owners shall have smoke detectors installed in their Units in accordance with the recommendations of the Danbury Fire Department. Unit Owners shall test their smoke detectors every six months and replace the batteries in their smoke detectors at least once every calendar year (or as recommended by the manufacturer for the installed unit). Unit Owners shall replace their smoke detectors every 10 years (or as recommended by the manufacturer of the installed unit).
4. Dryer Vents. All Unit Owners shall have the vents and ducts serving their clothes dryers cleaned at least once every calendar year.
5. Minimum Temperatures. All thermostats in the Units must be set at 55 degrees Fahrenheit or higher from November 1 through March 31.

Note: Batteries need to be changed in all thermostats at least once every calendar year (or as recommended by the manufacturer for the installed unit).

6. Auxiliary Fuel Based Heaters. Unit Owners shall not use any auxiliary portable or fixed fuel-based heaters (i.e., kerosene, propane, LPG, wood, pellet etc.) inside their Units.
7. Use of Grills.
  - a. Unit Owners, tenants and occupants of Units located in the Birches may keep gas grills in their Units, but outside of their residences. Unit owners, tenants and occupants of all other Units may keep gas grills on decks or patios that are assigned to their units as limited common elements.
  - b. No Unit Owner, tenant or occupant of a Unit may place a gas grill so close to the siding of a building or to deck posts as to cause damage or create a fire hazard.

- c. Unit Owners, tenants and occupants of Units shall not use charcoal grills or other devices such as chimneys which operate with an open flame, anywhere in Sterling Woods.
  - d. Unit Owners, tenants and occupants of Units shall not use grills within garages serving their Units.
  - e. Units are limited to two (2) propane cylinders (20 lb. maximum per cylinder) per the recommendation of the Danbury Fire Department. Cylinders containing any quantity of propane must be used and stored outside (i.e., deck or rear patio), out of direct sunlight and not on any village common element. When disconnected, the plastic safety plug or cap must be in place.
8. Use of Electrical Appliances and Devices.
- a. Unit Owners, tenants and occupants of Units shall not leave electrical appliances with the potential to cause significant damage such as washing machines, dryers, and stoves, running while they are not in their Units.
  - b. No electrical device creating electrical overloading of standard circuits may be used in any Unit.
9. Hazardous Waste. Hazardous waste shall not be placed in any refuse container nor poured down any drain.
10. Trash. Trash shall not be stored in such manner as to facilitate the spread of fire or encouragement of vermin.
11. Unit Owners, tenants and occupants shall winterize all exterior hose bibs following procedures recommended by the hose bib manufacturer.
12. Unit Owners, tenants and occupants shall ensure that that there are working weep holes on storm and/or screen doors.
13. Unit Owners, tenants and occupants shall have the gas fireplace(s) in their unit cleaned and serviced every five (5) years.
14. Turn off water valve during extended absence. If a unit is to be unoccupied or untended for **48 hours** (CURRENT RULE SAID 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 shall not be turned off.)**
15. Work inside a Unit. If a Unit Owner makes repairs or improvements to the inside of their unit, whether handled by the unit owner or a third party that they engage, the Unit Owner will be responsible for the association's insurance deductible should there be a loss event that is related to said repairs or improvements - whether the loss occurs immediately after the repairs or improvements are made or if they occur at a later point in time. Repairs made by the Association to the interior of a unit that cause a loss event will be fully covered by the Association.

Note – any contractors working inside of a unit must be licensed and insured and must provide proof of insurance to the Unit Owner. The Unit Owner is responsible to check with the City of Danbury to determine if a building permit is needed. When applicable, a copy of the building permit and Certificate of Approval from the city must be provided to the Association.

#### **Maintenance Standards (continued)**

- 16. Occupants may not leave running water unattended.**
- 17. All leaking pipes, valves and toilets must be promptly repaired. Occupants shall regularly check all caulking around tubs, showers, toilets and sinks to ensure that moisture does not penetrate walls or floors.**

Note: Unit Owners, tenants and occupants shall make best effort to retain copies of any documentation related to compliance with the maintenance requirements set forth herein in order to assist the Association and appropriate investigating authorities in the event of an incident.