



(Picture Submitted by Anne Holland)

**November 20, 2023**  
**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 2024 budget and the minutes from the 2023 Annual Owners Meeting. We hope you can join us on Wednesday, December 6, 2023, at 6:30 PM. The meeting will be held in person at St. Marguerite Bourgeoys Church, 138 Candlewood Lake Road in Brookfield, Connecticut or via conference call using Microsoft Teams (see attached notice for call in information). If you would like to proxy someone to attend the meeting on your behalf, 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 onto 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.

[Proposed Revised Rules – Exhibit A – Maintenance, Repair and Replacement Standards of the Rules & Regulations](#)

On September 21, 2023, suggested changes to the Maintenance Standards in the Rules & Regulations were sent to owners for comment. The comment period has expired, and several comments were received and reviewed by the board. After reviewing the comments received and after further research, changes were made to the proposed changes, approved by the board at the November Board meeting and are being sent to owners again for a 10- day comment period. If you have any comments that you would like the board to review, you can mail or e-mail them to REI by the end of day on December 1<sup>st</sup>.

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).

## 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.

## 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 your unit. However, in the Birches Village unit owners are allowed holiday decorations up to six feet in front of their 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 2<sup>nd</sup> and picked up on January 12<sup>th</sup>. If the dumpster is full before January 12<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.

## Roof Replacement Project

When roofs were replaced on units in the community and if the dryer vent for that unit was on the roof, the dryer vent cover was replaced, and a screen was left on the vent. After speaking to the City of Danbury building department, there should not be a screen on the vent. The roofing contractor is currently working with the City of Danbury to determine if the vent needs to be replaced or if the screen just needs to be removed from the vent that is currently in place.

We want to make you aware of this so you are not alarmed if you see a worker on your roof as the roofing vendor will either be replacing the dryer vent covers or removing the screen from the dryer vent covers on all units that have new roofs if their vent is located on the roof. Although we do not have the exact dates this work will be done, it will be done soon.

## DO NOT PUT FOOD OUTSIDE YOUR UNIT/IN THE COMMUNITY FOR WILD ANIMALS

It has been observed throughout the community that residents are throwing food (bread, etc.) outside of their units/on Silversmith Drive to feed the wild animals. This is a violation of association rules. This practice also attracts wild animals including bears, coyotes, rats, and

mice. Homeowners should eliminate any food sources that may attract animals including cleaning up bird seed below feeders.

## December Board Meeting

The December Master Board Meeting will be held on Wednesday, December 6, 2023, at St. Marguerite Bourgeoys Church, 138 Candlewood Lake Road in Brookfield, Connecticut or via conference call (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 owner meeting.

## Some routine reminders...

- All pet owners or attendants are responsible to immediately pick up after their pet and properly dispose of the waste.

Recently, there have been several very colorful dog waste bags tossed into the woods in the entranceway and in the wood line on Nabby Road and some are hanging from the trees or floating in the stream. Please throw away your dog waste bags at your unit.

- At this time of year, we do ask that you make sure you remove decorations that are out of season - such as pumpkins (after Halloween) 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 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 (15) 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: Batteries need to be changed in all thermostats at least once every calendar year (or as recommended by the manufacturer for the installed unit). Some thermostats do not operate if the batteries die.*

**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.

- 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.
- Parking rule reminder - we would like to remind residents 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.
- **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).

### Trash Pickup Information

The next holiday that will impact trash pickup is Christmas as it falls on a Monday this year. That week, the pickup will be on Tuesday, December 26, 2023.

There is also a delay in trash pickup the week of January 1, 2024. That week, the pickup will be on Tuesday, January 2, 2024.

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 zero.

Sincerely,



Art Stueck, President  
REI Property and Asset Management

Attachments