



(photo submitted by Anne Holland)

December 7, 2023
Sterling Woods II – Master Association
Monthly Newsletter
Website: www.sterlingwoods2.org

Dear Unit Owners:

On behalf of the Master Board and REI, we wish you all Happy Holidays and a Happy Healthy New Year in 2024!

ANNUAL
MEETING

As you know, the association recently held the Annual Owners Meeting for ratification of the proposed 2024 budget. After board presentation, and a question and answer session with the owners that were present, the proposed 2024 budget was unanimously approved. As a result, there will be a 10.9% increase in common charges next year.

Coupon books will be mailed to all Unit Owners in the very near future. We anticipate their arrival before January 1st. Please do not mail in your January payment until your coupon book has been received. Unlike years past, late fees will not be waived in January since you will receive the new coupon book early enough to make your January payment on time.

Please be reminded that if you pay your common charges through First Citizens Bank, you will have to go to their website and adjust the amount you authorize to be paid each month. It will not be updated automatically by First Citizens Bank. If you set up automatic payments through your own bank, you will have to adjust the amount they pay the association each month.

If you pay through First Citizens Bank, or online through your own bank, and need to change the amount you pay starting in January, the new common charge rate per model style (per month) in 2024 is as follows:

<u>Model Style</u>	<u>2024 Common Charge Monthly Rate</u>
Acorn – you paid \$394 in 2023, and your 2024 common charge rate is:	\$437
Beechnut – you paid \$457 in 2023, and your 2024 common charge rate is:	\$507
Chestnut - you paid \$486 in 2023, and your 2024 common charge rate is:	\$539
Dogwood - you paid \$579 in 2023, and your 2024 common charge rate is:	\$642
Birches - you paid \$579 in 2023, and your 2024 monthly common charge rate is:	\$642
Hickory - you paid \$498 in 2023, and your 2024 monthly common charge rate is:	\$552
Juniper - you paid \$457 in 2023, and your 2024 monthly common charge rate is:	\$507

Rules & Regulations – Revised Rules – Exhibit A (#1, #2, #14, #17) of the Rules & Regulations

A proposed rule change was approved by the Master Board (Exhibit A of the Rules & Regulations - #1, #2, #14, #17). Notice of the proposed rule change was sent to all owners as required by state law and comments were solicited. The comment period has expired, and comments were received and reviewed by the board. As a result, enclosed you will find the revised rule book pages for insertion into your association rule book. A full set of the rules can be e-mailed to you at any time – simply contact Kim at the on-site office.



Checklist to Ensure You Are in Compliance with the Water-Related Maintenance Standards in the Rules & Regulations.

We have heard from some unit owners asking that a checklist be put together for owners to use to assist them in making sure they are in compliance with the water-related Maintenance Standards in the Rules & Regulations. The checklist is attached. If you would like a checklist regarding the non-water related Maintenance Standards, please contact Kim Murray.

Vendor Referral Information

If you need to hire a contractor to perform work in your unit, feel free to contact Kim Murray for REI recommendations.



Information Regarding Snow Removal

Snowstorm Parking Reminder: The snow removal contractor uses visitor parking areas during storms 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 contractor to clean your driveway. It actually hinders the snow removal effort and is a violation of association rules.

The snow removal contractor provides 24/7 dispatch service during snow and ice storms. Their dispatcher is available to REI for dealing with any issues.. If you have any concerns during or following a snowstorm, please contact Kim Murray. The snow removal contractor is not permitted to take directions from unit owners.

Please note - snowstorms are handled differently by the snow vendor depending on when the storm starts, when the storm ends, the temperature, how cold the ground is, if freezing rain is expected, etc. For example, if there is freezing rain after it has already snowed, the snow contractor waits until the freezing rain ends before shoveling the walks, steps, and driveways because they want to let the ice adhere to the snow versus if they shovel earlier, the stairs, driveways and walkways would be a sheet of ice.



A reminder to pet owners:

- There are so many piles of dog feces along the walkway on Silversmith Drive. Some dog owners are also throwing their bright dog poop bags in the woods or on the ground.

PLEASE PICK UP AFTER YOUR DOG AND PROPERLY DISPOSE OF THE WASTE BACK AT YOUR UNIT.

Due to the number of dog feces clean up violations, a committee is being formed to assist the board with addressing the concern. Contact Kim Murray if interested in joining this committee.

Vehicle Information

Please remember to let Kim Murray know if any of your vehicle information changes. See below from the Rules & Regulations:

Article VI, Section 6.13 states 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, vehicle license number and the state the vehicle is registered in. Please note - landlords are responsible for submitting this information on behalf of their tenants.



The December Landscaping Report is attached.

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 ten 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.



Dumpster for Christmas Tree Disposal

The association is once again offering Christmas tree disposal services for all residents. 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 2nd and picked up on January 12th. If the dumpster is full before January 12th, it will be removed sooner. Please understand that no artificial Christmas trees will be accepted for disposal. Your trees, free of all decorations, will be welcome and accepted at the disposal site. **Please do not leave your Christmas tree next to the dumpster.**



Holiday Decorations

The board greatly appreciates the donation of time and work from the following unit owners: Julia Brzezinska, Tom Dunkerton, and Norma Schlager. We thank them for putting up the decorations at the entranceway to Sterling Woods and in our clubhouse. They highlight the festive mood of the season!



2024 Board Meeting Dates

Board meetings are normally held on the third Wednesday of the month at 7:30 PM. The Board meetings are being held in person at the Platinum Club clubhouse or via conference call. Information is provided in the newsletters each month letting you know the call-in information for the following month's meeting.

In 2024, the June, November and December Board meeting date has been changed. The June meeting will be held on Thursday, June 20th. The November meeting will be on Wednesday, November 13th and the December Owners Meeting and monthly Board meeting will be held on Wednesday, December 4th.

January Board Meeting

The next board meeting is Wednesday, January 17th at 7:30 PM. It will be held in person at the clubhouse, or you can attend electronically. If you choose to attend electronically, call (203) 666-8107 and then enter the conference ID number which is 521 975 854#. 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 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.

Parking Rule Reminders

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.

Sewer Smart Facts – please see the attached flyer from the City of Danbury.

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.

Some routine reminders...

Please remember that your garbage can must have tight fitting lids on them per the Rules & Regulations and that you properly secure all recycling. On windy days, the garbage and recycling will often be seen blowing throughout the community leaving a lot of litter behind.

Please remove decorations that are out of season - such as pumpkins 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.

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 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

Attachments

LANDSCAPE REPORT

DECEMBER 2023

Even though our teleconferences have concluded for 2023, the Landscape Committee keeps in contact with our members and vendors throughout the year about the concerns of our unit owners. We will begin our meetings for the new season in mid-April.

Gonzales Landscaping

Gonzales Landscaping continues leaf blowing and policing of trash. The policing of trash is done by the snow vendor during the winter months.

Bartlett Tree Experts

Bartlett work will commence on the 2024 contract in the winter months (Dec.-Feb.) and the pear trees on the right side of SWII (Bradford Drive, Revere Road, Hancock Drive and Pinnacle Way) will be shaped (gently pruned). These trees were drastically pruned (2 years ago) and now need to be shaped. Also, the maple trees in these villages will be pruned. Additional pruning work scheduled for the winter is as follows: broken, dead, or declining ash, maple, elm and oak trees on Nabby Road; pine and maple hedge in the rear of the 1100s building on Pinnacle Way; the red maple near the 1905 Cypress Drive mailbox; and two oaks between 102/104 Silversmith Drive. The last deer repellent spray was applied in November.

Lawn Doctor

Lawn Doctor will begin its 2024 lawn services either in late April or early May. The application is fertilizer, crabgrass control and broadleaf weed control. In addition, gypsum (leaches out salt left from snow piles) will be applied to center islands of the main driveway and the lawn areas of the units that have stairs (these units have smaller lawn areas where snow can be piled, thereby, leaving more salt residue on the lawns. Lawn Doctor coordinates their work with Gonzales so any spring reseeding work is not compromised with any weed lawn applications that could harm the newly planted grass seed.

Checklist for owners to assist with ensuring you are in compliance with water-related Maintenance, Repair and Replacement Standards in the Rules & Regulations. Be careful to note this is not a complete list of the Maintenance Standards.

**My Unit is
in Compliance**

1. Hot Water Heaters

All Unit Owners must replace their water heaters either
A) BEFORE they are eight years past the installation date
OR B) BEFORE the date at which the warranty expires,
whichever is later. Replacement of tankless heaters shall
be made either A) BEFORE they are sixteen years past
the installation date OR B) BEFORE the date at which the
warranty expires, whichever is later.

The date of installation, water heater type, and warranty
Expiration date of your water heater must be provided to
management by March 31, 2024. This information must
subsequently be provided whenever a new water heater is
installed.

On or before March 31, 2024, all water heaters (tank or tankless)
must be supplemented with a leak detection and automatic water
shutoff system. Battery-only powered leak detection and automatic
water shutoff systems are not acceptable.

Unit owners are required to obtain a building permit from the City
of Danbury prior to installation of the leak detection and automatic
water shutoff system and must provide to management a copy of
the building permit and Certificate of Acceptance issued by the City
of Danbury after installation is complete.

Unit owners who already have a leak detection and automatic water
shutoff system installed must provide to management an invoice for
installation of the system or allow for an inspection to verify
compliance with this maintenance standard.

Reminder: Unit Owners are required to obtain a building permit and Certificate of
Approval from the City of Danbury when replacing their hot water heater/HVAC and this
documentation must be provided to management

2. Washing Machine, Dishwasher, Refrigerator and Toilet Hoses

All Unit Owners shall install high quality steel braided,
or Flood-Chek or equivalent hoses, to serve the washing
machines, dishwashers, refrigerators, and toilets.

**My Unit is
in Compliance**

3. Turn off water valve during extended absence.

I am aware if a unit is to be unoccupied or untended for twenty-four hours or longer, the main water valve for the unit must be turned off. **Note - some units also have total building shut off valves which shall not be turned off.**

On or before March 31, 2024, Unit Owners must acknowledge to management that all adult occupants, including tenants, know where their shutoff valves are located and how to turn them off. This is subject to a five-year recertification.

4. Minimum Temperatures

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

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

5. Unit Owners, tenants and occupants shall winterize all exterior hose bibs following procedures recommended by the hose bib manufacturer.

6. Unit Owners, tenants and occupants shall ensure that that there are working weep holes on storm and/or screen doors.

7. Occupants may not leave water running unattended.

8. All leaking pipes, valves and toilets must be promptly repaired.

Occupants must regularly check all caulking around tubs, showers, toilets, and sinks to ensure that moisture does not penetrate the walls or floors.
