

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
January 21st, 2009**

Call to order and establish a quorum – George Holland called the meeting to order at 7:30 PM. Present were George Holland, President (President of the Summit); Dave Renna (Vice President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples) and Mike Palica (President of the Elms).

Absent was Peter Zane (President of the Oaks).

Request of owner(s) to speak –

There were none.

Ratification of the minutes –

Stan Kishner asked that an error in the month referred to in the Treasurer's Report be corrected in the Open Session Minutes from December. With that correction noted, Joe Wielock made a motion to ratify the minutes from the December 17th, 2008 Master Board Meeting Open Session. Stan Kishner seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

At year end, the association had a net loss of \$17k. This was due to a year end decision with regard to how we would handle the recording of pre-paid common fees. In 2008, we ran over income budget due to excessive pre-paid fees. As the year was closing, it was decided we would not recognize income in 2008 that was intended for 2009. As a result, there will be a one time impact on financial presentation that has impacted 2008 year end results.

From an expense perspective, we were under budget by \$1K for the year.

For the 2008 fiscal year, the reserve account is up \$62K and the year end reserve balance is \$1.34M. Total assets at year end were \$1.5M.

There were no resale certificates issued in November and December.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee

The Landscaping Committee is gearing up for 2009. Service contracts have been executed with Bartlett (trees) and TruGreen (lawn/gardens – weed/feed programs). We have an existing contract with Eastern View for all other ground care needs. We are going to make some edits to the specifications, learn the resulting change in cost and then modify the standing contract with an addendum. The specification review process is underway.

It was mentioned that limbs were left in the woods following recent pruning work performed by Bartlett. REI will find out if that was because Bartlett was not finished or they forgot and need to return to clean up. This form of dumping is not allowed on association grounds.

George Holland reminded everyone that our snow removal contract is a fixed price until snow accumulations exceed 55 inches. We have cause for concern – we are 1/3 of the way through the winter season but 2/3 of the way to our snow cap limit with 32 inches recorded to date.

George Holland thanked Carole and her committee members for their continued efforts.

Maintenance Committee Report – Ed Kowalczyk, Chairman of the Maintenance Committee

Caulking of stoops with “Do It Right” were suspended at year end due to weather conditions. It will resume again in the spring. Full payment was not authorized on this project.

Re-work of French door repairs in the Birches have been agreed upon and will resume as weather permits.

Signs replaced within the last few years have not held up well over time. REI will be meeting with the sign provider to further review this concern.

REI’s rate for installing gutter guards was considered acceptable. Decisions will be forthcoming with regard to what units have said guards installed to reduce leaf removal costs in the fall.

REI will arrange for a meeting with Ed. to make sure steps are taken to address items on his monthly report.

George Holland thanked Ed and his committee members for their continued efforts.

Management Report –

At last months meeting, garage door replacement bids were discussed. The low bidder was not the company that had supplied new doors to date. While they had the low bid, they would not be providing the exact same door as Brookfield Overhead Door, the incumbent vendor. Additionally, due to our plans of a multi-year replacement plan, it became apparent that even the incumbent might not have the same door in future years.

Financial analysis suggested that locking in with one supplier, one style door and performing all replacements in one year might be the best solution to this dilemma. After careful review, we requested that Brookfield OHD match the low bid knowing we would replace the remaining woods doors, approximately 240, in 2009. The incumbent was able to beat the low bid based on that scenario.

Funding for this project would come out of reserves. Savings, in the purchase and eliminated maintenance costs of the remaining wood doors, outweighed the interest that said reserves would earn if we performed this over a period of years.

Stan Kishner made a motion to approve the replacement of all remaining wooden doors in 2009 and award the contract to Brookfield Overhead Door. Joe Wielock seconded the motion. All present voted in favor of the motion.

One third of the doors could be replaced in the first quarter. The remainder would be done in the 3rd and 4th quarter. Doors in the worst condition will be done first. Side by side replacements would be the second priority. REI will work with the Maintenance Committee, Brookfield OHD and owners to assist in coordinating this effort.

Bids for trash and recycling were reviewed. AWD, the incumbent vendor, has offered to match the low bid of \$15.20 per unit per month. The vendor has provided the association with good service for many years. At this new rate, the association will save nearly \$20K year to year. Joe Wielock made a motion to approve of AWD as the service provider. Mike Palica seconded the motion. All present voted in favor of the motion.

Bids for pressure washing the villages combined with pressure washing decks and then staining decks were reviewed. The bids were for two villages per year for the next three years. The low bidder was Yankee Painting. Yankee Painting had successfully completed pressure washing and staining of all decks throughout Sterling Woods II over the last three years. Stan Kishner made a motion to award the contract to Yankee Painting. Joe Wielock seconded the motion. All present voted in favor of the motion.

REI to narrow their analysis of water bills that jumped significantly and then report back to the Master Board before any action is taken.

Renewal proposals for all association insurance policies were reviewed. Hodge Agency was able to hold the total costs of all policies. Due to the number of claims over the last two years, we anticipated and budgeted for a substantial increase. As a result, we now know we will be able to renew all existing coverage and come in under budget.

REI will invite Perry Salvagne of the Hodge Agency to attend the next Open Session. Owners are encouraged to attend to learn about what coverage the association provides and what coverage owners need to consider for themselves. REI will set up the Open Session in the larger meeting room.

REI to follow up on the custom built rolling cart for the old TV alcove.

REI to follow up on the annual audit and income tax return preparation.

REI to finalize city and state director/officer registration.

REI to follow up on annual lease audit.

REI to follow up on plans for the annual spring egg hunt.

REI to follow up on pool opening and the hiring of pool attendant(s).

New Business –

REI to contact Martin Flynn Plumbing and see how many units have replaced the toilette water feed line to prevent leaks, damage to units and insurance claims.

REI will obtain an opinion from Nejame and Sons with regard to pool surface painting.

As weather permits, REI to fill pot holes in the roadways.

REI to write Barbara Dorrico, 109 Logging Trail. The Master Board approved her plans for finishing her basement.

The Master Board discussed officer positions. Stan Kishner made a motion that officers remain the same in 2009. Joe Wielock seconded the motion. All present voted in favor of the motion. Officer positions are and will remain - George Holland, President; Steve Andrewson, Vice President; Stan Kishner, Treasurer and Joseph Wielock, Secretary.

Stan Kishner made a motion to adjourn. Joe Wielock seconded the motion. All present voted in favor of the motion.