

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – March 17th, 2010

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); Stan Kishner, Treasurer (President of the Birches); Joe Wielock, Secretary (President of the Maples); Mike Palica, Director (President of the Elms) and Andrew Taylor, Director (President of the Oaks).

Steve Andrewson, Vice President (President of the Willows), was unable to attend the meeting.

Art Stueck and Kim Murray attended on behalf of REI Property and Asset Management.

Request of owner(s) to speak –

There were no requests.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the February 17th, 2010 Master Board Meeting Open Session. Andrew Taylor seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report - Stan Kishner

Income for the month was \$90.8K and expenses/reserve transfers were \$100.5K. Insurance premiums and snow removal costs were the major expenses for the month. Year to date, the Association has net income after expenses and reserve transfers of \$47.9K. Some of that net income is due to owners pre-paying their common fees.

Reserves now total \$1.2M. Total assets are \$1.6M. Insurance proceeds on hand are temporarily inflating the cash on hand amount.

There was one resale in February – a Fernwood for \$390K. There is an anticipated resale in March – a Chestnut for \$350K.

George Holland thanked Stan for his report.

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

The weekly landscaping meetings will resume on Thursday, March 25. Eastern View was on site on March 18 beginning spring clean up.

George Holland thanked Carole for her report.

Maintenance Committee Report – George Torro, Chairman Maintenance Committee

The Maintenance Committee will perform their spring walk around on Saturday, April 3.

George Holland thanked George for his report.

Management Report –

REI will follow up with Harry Shaker. Harry will provide REI with his recommendations regarding various painting projects and the frequency in which they should be performed.

REI will follow up with Marty Flynn to see if he has installed the six frost free water valves in the Elms and the Oaks.

REI will send a letter to all Unit Owners in the Oaks and the Elms regarding the power washing of the buildings and decks and the staining of the decks. Harry Shaker will begin work in the Oaks approximately May 11 and will finish by June 21. He will begin work in the Elms approximately June 15 and will finish by July 30. The letter will ask the Unit Owners to let us know if their deck is in need of repairs so the repairs can be done before the power washing and deck staining takes place.

REI will send a flyer advertising that we need to hire a pool attendant for the 2010 pool season to Joe Wielock and he will forward this to Peter Brady, a Brookfield community service leader, who has many contacts. REI will also add this in the upcoming newsletter.

Old/New Business –

The Board reviewed the proposal from Nejame and Sons and approved signing a contract with them for three years to include the opening and closing of the pool and the weekly maintenance visits. REI will execute the contract.

REI will order an emergency phone to be put in the pool area that will only have the capability of dialing 911. REI will set up an appointment with AT&T to have a phone line installed. It will be evaluated at a later date as to whether or not this phone line will be turned off after the pool season is over until it is needed again in May 2011.

REI will follow up to see if we received payment from Sterling Woods I reimbursing us for 2009/2010 maintenance costs in the entranceway.

REI will mention in the upcoming newsletter that the April Board meeting will be one week later on April 28. The Open Session will begin at 7:30 p.m.

REI will add to the tickler that detention pond maintenance should be done in the spring versus being done in the summer months. The wood line side of the berm will be cut down this spring.

REI will schedule the spring dumpster day on Saturday, May 15.

Kim informed the Board that she was contacted from the Bethel VNA asking if we would like to schedule another Flu Shot Clinic this year. They offered either October 12 or 19 from 4:30 p.m. – 6:30 p.m. The Board asked REI to set up the Flu Shot Clinic for October 12.

It was mentioned that there is no need to include copies of the village taxes in the Board package. REI will add this to the tickler.

REI will ask Chris Blaiotta of 5003 Hancock Drive to provide us with an accurate drawing of his basement to include where the slider and windows are located before approval is given to finish his basement.

REI will have the pool plumbing turned on at the end of April.

REI will schedule the clubhouse carpet and window cleaning for the end of April/early May.

REI will have the clubhouse air conditioner filter cleaning/maintenance done.

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