

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
October 15<sup>th</sup>, 2008**

**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); Steve Andrewson, Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples); Mike Palica (President of the Elms) and Peter Zane (President of the Oaks).

**Request of owner(s) to speak –**

There were none.

**Ratification of the minutes –**

Stan Kishner made a motion to ratify the minutes from the September 17<sup>th</sup>, 2008 Master Board Meeting Open Session. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

Through September 30, 2008 the association has net operating income of \$113.1K. Insurance claim proceeds received, but repairs not paid out yet, coupled with pre-paid common fees remain the major components of this net surplus. It is anticipated that as the year progresses, most of this net income will be used up. Some major expenses including road repairs, gutter cleaning, and early winter snow removal expenses will be incurred in the fourth quarter.

Year to date, reserves are up \$78.4K and the present reserve balance is \$1.35M. Total assets are currently \$1.6M. All association funds are in FDIC insured accounts.

There were two resale certificates issued in September – an Acorn (sales price unknown at this time) and a Chestnut (\$373K).

The Treasurers Committee and the Master Board will be wrapping up the 2009 budget proposal in November for consideration by the community in December.

The Treasurers Committee is wrapping up its evaluation on the recently conducted reserve study. Information on dimensions and unit counts that was requested from the

engineering firm was recently received. This will allow the committee to finalize its recommendation to the board and community.

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

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

Carole Torro submitted a written report to the Master Board which was provided to the Master Board Members in their monthly status package. Al Ritter was in attendance on the committee's behalf.

A summary of the committee report includes the following – fall replacement plantings has been completed, soil aeration and over-seeding is underway throughout the common areas and the 4<sup>th</sup> application of lawn fertilization was put down on 9/17.

George Holland thanked Carole and her fellow committee members for their continuing efforts on behalf of the community.

It was noted that Shirley Conner, long time resident of Sterling Woods II and an active member of the Landscaping Committee, recently passed away. The Board, her fellow Landscaping Committee Members and the REI on site staff will miss her dearly. We will be considering a meaningful and appropriate way to mourn her passing.

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

Ed Kowalczyk submitted a written report to the Master Board. A summary of that report includes that all concrete work has been done for the year, staining and sealing of various components of the cement work is now underway, rear door post repairs will soon be re-done and paving of the entranceway for 2009 is now under consideration. Ed expressed concern with how thick the asphalt should be when we re-pave the main entrance road next year. The engineer offered two options – two layers of 1.5 inches each or two layers of 2.0 inches each. REI will discuss this with the retained engineer.

George Holland thanked Ed and his fellow MMC members for their continuing efforts on behalf of the community.

### **Management Report –**

1904 Bradford Drive is still experiencing problems with a leak in the foundation walls. REI will be meeting with Aladdin Construction and Bouchard Construction to see what the alternatives are for further work to resolve this matter.

Some ideas for consideration are snaking drain lines, sending a camera up drain lines, performing water tests in the front of the unit and performing a dye test to track water from the outside to the inside.

REI informed the board that the cost to convert all mailboxes to secured units would be in the \$80k range. This would cover the costs of design, altering the existing wood stations, purchasing and installing the new lockable boxes, re-finishing the stations with bins, and completely new stations being established the Birches. The Board decided to table this matter.

REI will ask that the gutter guard test be installed as soon as possible so it can be monitored for effectiveness this fall.

REI will proceed with the changes to the signage at the intersection of the access road and Revere Road so it will be clearer which direction is Revere.

REI to continue to follow up with the City of Danbury in regards to the island located on Nabby Road and the entrance to Sterling Woods.

REI will follow up on bids for building pressure washing and deck pressure washing and sealing.

REI will follow up on the drainage and paving project on part of the access road. That will be followed by miscellaneous paving repairs around the community. Work is expected to start shortly.

REI will follow up on the flu shot clinic. Over 40 residents have signed up to date.

REI to follow up on shelving to be built to fill the spot left behind now that the TV has been wall mounted.

REI will follow up on the gutter cleaning and monitoring plan.

### **New Business –**

George Holland thanked Ed Kowalczyk, Steve Andrewson and Dave Renna for all of their efforts in purchasing and installing the new TV for the clubhouse.

The Master Board approved signing a contract with TruGreen, the lawn weed and feed vendor, for three years. This will prevent an increase of 9% next year and unknown

possible increases in the years to come. They have provided excellent service over the last two years and our contract format allows us to terminate the contract if so desired.

George Holland suggested that the association insurance agent attend a board meeting in early 2009 to discuss association coverages.

REI to follow up on carpet cleaning at the clubhouse, begin set up work on the annual Christmas tree removal program, and begin the annual insurance renewal process immediately after 11/15.

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