

**Sterling Woods II  
Master Board Meeting – Open Session  
October 17, 2018**

**Draft of the Minutes**

**Call to order and establish a quorum** – Steve Griffing called the meeting to order at 7:30 PM. Present were Steve Griffing, President (Willows Representative); Andrew Bayer, Vice President (Summit Representative); Stan Kishner, Treasurer (Birches Representative); Mary Boylan, Secretary (Oaks Representative); Valerie Dawson, Director (Maples Representative) and Maureen Dunkerton, Director (Elms Representative).

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

**Request of owners to speak** – Christine Timmerman, Unit Owner of 1506 Pinnacle Way, discussed her concerns with the trees behind her unit blocking the natural light from entering her unit. The Board also reviewed a letter from the Unit Owner. The Board asked Julia Brzezinska to discuss the trees in this area further with Bartlett Tree Experts. After information is gathered, the Board asked that the Landscaping Committee make their recommendation to the Board, so the Unit Owner's concerns can be discussed further. REI will inform the Unit Owner that additional information is being gathered regarding her concerns.

**Ratification of the Minutes** – Steve Griffing stated there was a typo in the September 12 Open Session Minutes regarding the price a Chestnut was expected to sell for in September (it was written the sale price was \$12K, the correct amount is \$312K). Steve Griffing made a motion to accept the draft of the September 12, 2018 Open Session Meeting Minutes once the correction is made. Andrew Bayer seconded the motion. Without objection, the meeting minutes from the September 12, 2018 Master Board Open Session were approved.

**Warning letters** – all warning letters in the monthly status package were reviewed.

**Hearing Panel Report** – the Board reviewed all correspondence regarding hearings.

A hearing was held on October 10 with Karl Roessler, the son of Maria Roessler who owns 1306 Revere Road, regarding a parking rule violation. The Board reviewed the Hearing Committee's report. Andrew Bayer made a motion not to fine the Unit Owner at this time and the Unit Owner should be told if they violate the parking rules again, it will result in another hearing and the likelihood of an assessment for each violation.

**Insurance Claims** – there are no action items at this time regarding insurance claims.

## **Treasurer's Report – Stan Kishner**

In September, the Association had \$142K in operating expenses. Income was \$143K for an operating gain of \$1K. Expenses were dominated by the quarterly water bill, major painting projects and landscaping. Operating gain for the year is \$67K.

The insurance deductible reserve totals \$7.5K. Operating cash is \$167K and total assets equal \$1.3M.

Capital reserve expenses in September consisted of \$6.6K for tree restoration, \$5.8K for concrete replacement and \$51K for pool re-plastering. The capital reserve account at Wells-Fargo Investors has a balance of \$985K, consisting of \$704K of investments in bonds and CD's and \$281K in the Wells-Fargo money market.

In September, Beechnuts sold for \$290K and \$305K, a Chestnut sold for \$312K and an Acorn sold for \$265K. In October, we expect Acorns to sell for \$235K and \$269K and a Hickory to sell for \$293K.

The Treasurers Committee met on October 10 to discuss the 2019 budget. All villages were represented. In discussing potential operating expenses for 2019, there was a concern about the increasing costs of tree replacements. With regard to the idea of adding a reserve expense to purchase a pool heater, there was concern about the continuing operating costs, as well as concern about how many residents would actually benefit from a pool heater. The committee will meet again in November to finalize its budget recommendation to be presented at the November Board meeting.

## **Landscaping Committee Report – Julia Brzezinska**

The Landscaping Committee's October report is attached.

**Maintenance Committee Report** – there was no report this month.

## **Pool Committee Report – Andrew Bayer**

The Pool Committee update is attached.

## **Management Report – REI**

All REI follow ups, as a result of the last Board Meeting and contained within the monthly status package, were reviewed.

## **Unfinished/New Business –**

The Board reviewed an e-mail from the Unit Owner of 1902 Bradford Drive requesting permission to replace ten windows in their unit. Steve Griffing made a motion to approve

this request. Valerie Dawson seconded the motion. All present voted in favor of the motion. REI will inform the Unit Owner and send them a letter outlining the requirements/steps needed to be taken by the Unit Owner when receiving permission to replace windows.

The Board reviewed an e-mail from the Unit Owner of 1203 Bradford Drive asking permission to install steps and a gate onto her deck. Steve Griffing made a motion to approve this request. Valerie Dawson seconded the motion. All present voted in favor of the motion. REI will inform the Unit Owner and send her a letter outlining the requirements/steps needed to be taken by the Unit Owner when receiving permission to modify her deck.

Steve Griffing will work with Kim Murray to draft a document which would serve as a guideline to help determine when a Unit Owner's request needs to be approved by the Board at its monthly meeting as opposed to those which can be approved automatically without a direct Board vote of approval due to prior practice versus those which, due to health, safety or other emergent exigency, should be considered by the Board outside of its monthly meetings.

Stan Kishner discussed inspecting a few privacy walls in each village to check for water penetration and the means by which the wall is attached to the unit. Steve Griffing stated he will work with Kim Murray to contact Becht Engineering regarding this inspection.

The Board reviewed a proposal from Prestige Air, the current HVAC clubhouse maintenance contractor, to maintain the HVAC system two times a year in 2019 and in 2020. The total amount of the proposal is \$1,863.25. The contractor did not increase his price from the current contract (2017-2018). Stan Kishner made a motion to approve Prestige Air's proposal. Valerie Dawson seconded the motion. All present voted in favor of the motion. REI will inform the contractor and draft the contract.

Art Stueck was asked to contact Steve Dunn from Bouchard Construction to see when they will be replacing the shared driveway at 1901/2 Pinnacle Way and when they will be crack filling the cracks on Silversmith Drive.

Steve Griffing informed the Board that the stepper in the fitness center had rust on the railings and instead of replacing the two rails, the manufacturer agreed to replace the entire stepper. A new stepper was delivered on October 12.

REI will follow up with the clubhouse cleaning vendor to see when he is planning on cleaning the clubhouse carpets and windows.

The next inspection of the clubhouse sprinkler system is due in November. REI will follow up with Fairfield County Sprinkler to set up a date for the system to be inspected.

At 9:15 PM, Andrew Bayer made a motion to adjourn the meeting. Mary Boylan seconded the motion. All present voted in favor of the motion.

## **LANDSCAPE REPORT OCTOBER 2018**

**Landscape Committee** - We have heard from DiDonna Associates, Landscaping Architects, and due to personal issues they cannot perform a landscape reserve study for us. However, we are going to meet with Eastern View and Bartlett Tree to see what they can offer with regard to a landscaping reserve study. We are also looking for other landscape architects to contact.

A reminder for residents: dead flowers and dead plants around trees and mail boxes (this refers only to houses) as well as in pots outside units/houses should be removed. Our landscaper does not remove residents' own plantings that are dead.

The Landscape Committee requests guidance from the Master Board with regard to requests from some unit owners to cut off the tops of the white pine trees in back of their units so they can have a better view of the area from their decks. These requests are from the 1500s and 1900s buildings on Pinnacle Way. This practice started with the 1900s units many years ago I was told and it was done as a favor and there was no extra cost. The 1500s units white pines I remember were cut by a Unit Owner without permission and the Unit Owner was fined for this action. Now we are told this type of pruning would incur at least \$2,000 or more to cut the tops of the white pines in these two areas including maintaining the shape of these white pines. Also, our arborist said it is not a good cultural practice to cut the tops of white pines. We only cut the tops of white pines if they are growing too close to a roof or if there is a squirrel problem (squirrels can jump off the limbs of pines onto roof areas and gnaw through flashing to gain access into the attic area.) Every year we have additional pruning requests for reasons other than blocking views, the landscape committee does not feel this added expense would be justified. But in all fairness if the Master Board decides these units should not get additional trimming of the tops of the white pines, they should be notified.

### **Eastern View**

During October shrub replacements took place and reseeding, aeration and over seeding work is being done. Leaf blowing will be done as needed and increase as more trees defoliate. Continuing as usual are the following on going services: mowing, weeding, cleanup of all areas, policing Sterling Woods for trash.

### **Bartlett Tree**

- Additional pruning of trees is still continuing because of resident's requests.
- Arborvitae (tree like shrubs around utility boxes and sides of some units) have received a foliage treatment to help suppress deer browse.

### **Lawn Doctor**

The last lawn application of the season was done on October 2, 2018. Fertilizer was applied in a blanket application to all turf areas. The majority of the application was granular with liquid used on small areas and slopes. In 2019, the first lawn application will be between late April and early May. It will be fertilizer, crabgrass control and broadleaf weed control, pH tests on all roads and an application of gypsum to center islands of the main driveway and the lawns of B&A units.

Submitted by: Julia Brzezinska

## **Pool Committee – Update at October 17<sup>th</sup> Board Meeting**

Committee chair Andrew Bayer gave the following update:

- The new brick coping, replacement tiles (including some decorative tiles), and quartz plaster finish were completed last Friday (October 12<sup>th</sup>). He invited those who have not yet had the time to peek into the pool area and observe the “new” pool!
- Our pool maintenance company, Aquatic Technologies’ Shaun, has been brushing the pool three (and now) two times per day. More importantly, he has been monitoring and adjusting the pool water chemistry twice daily according to his report---following the protocol provided by the quartz manufacturer and included in his contract with us.
- The new pool water has turned “green” due to the remnants of the former non-chlorine treated pool water in the filtering system and returns. Both Shaun and Rob Romano from David Cooke Plaster Company have assured us that this will not harm the new plaster and will eventually correct itself once Shaun is able to add chlorine to the system. Today was the first chlorine treatment according to Shaun and it will take a few days for the water color to become more pool-like.
- Remaining items to be completed are: depth markers to be installed in the concrete decking, caulking installed between the coping and concrete decking, and installation of the new additional ladder. There will also need to be some smoothing out of the plaster on the top step entry into the pool.
- Two new under-table bases were delivered and are now ready for use with our new umbrellas when the next pool season begins.

Andrew reported that he, Russ Fernandez of Becht Engineering, and Steve Griffing noted that the caulking throughout the existing concrete deck is in poor condition and needs to be redone. The mason provided by David Cooke Plaster Company did excellent work for us on installing both the new coping and pool tiles and we have confidence in his ability to do a good job with the deck caulking if we can reach an agreement with him on the price. He is supposed to be returning prior to week’s end to complete some of the items noted above. We have asked him to give us a quote for the re-caulking of the deck concrete. It would be best if this work were done as soon as possible, especially before the onset of winter. It was determined that funding for this additional item would come from the general operating budget as a maintenance item as opposed to coming from the reserve fund. Andrew was given the authorization to move ahead with the new caulking as long as the quote is not “prohibitively” high and he has promised to keep Steve, Stan and the Board informed as he receives more “concrete” details from the mason.