

Sterling Woods II
Master Board Meeting
Draft of the Minutes – October 21st, 2009

Call to order and establish a quorum – George Holland called the meeting to order at 7:35 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) and Mike Palica (President of the Elms).

Absent was Peter Zane (President of the Oaks).

Request of owner(s) to speak –

Mary Lou Staffieri, 1003 Hancock, provided comments with regards to bird feeders and bird houses.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the September 16th, 2009 Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report - Stan Kishner

The Association had operating income of \$87K in September. Total expenses and reserve transfers were \$90K. As a result, there was an operating loss of \$3K. Major expenses for the month were for general maintenance and landscaping maintenance. Year to date, we have a net operating gain of \$65K. About half of that gain is attributed to pre-paid common fees. It is anticipated that this gain will be wiped out by year end as anticipated expenses are incurred.

Reserves are down \$84K, to \$1.28M, on the year due to tree replacements, the recent paving project, concrete repairs and garage door replacement projects. Total assets are \$1.45M. Additional reductions are expected before year end as the garage door replacement program has been accelerated and will be fully completed this fiscal year.

There was one resale certificate issued in September – a Beechnut at \$320K. It was requested that REI add grid lines to the worksheet so it is easier to read.

The budget draft for 2010 is nearly complete and will be presented to the Master Board at the November meeting and to the owners for ratification at the December meeting.

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

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

Carole presented a written report which was submitted to the board and enclosed in the meeting status package. Highlights of the report include...

Lawn core aeration and over-seeding has been completed, fall plant replacement is about to take place, kale has been planted as part of the flowering program, fall clean up is ongoing, fall lawn fertilization was recently completed, a lime application to the lawn will take place shortly, trees in the entrance boulevard median remain a major concern – there are seven trees that need replacement and an additional fourteen trees that are being closely watched. Irrigation of this area is being considered for 2010. The committee recently consulted with Dr. Hendrickson, a tree specialist employed by Bartlett, in this regard. The committee is also working with Bartlett to see what can be done to restrict the growth of Bradford Pear trees. We will be testing a growth retardant product (Camistat) and performing a major test pruning.

George Holland thanked Carole for her report and the entire committee for their continued efforts.

Maintenance Committee Report – Ed Kowalczyk, Chairman Maintenance Committee

Garage door replacement program has resumed and it is anticipated that all wooden garage doors will be replaced before year end.

Privacy wall cap modifications, to prevent internal rot, are about 40% complete.

There are two signs that need to be repaired, under warranty by Sign A Rama, near the water tower road. REI will follow up on that with Sign A Rama.

The committee is working on plans for 2010 to include driveway repairs/replacements, patio replacements, sidewalk replacements, storm drain replacements and driveway crack sealing.

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

Management Report –

REI to continue efforts to collect repair costs and excessive water bills that we believe were caused by AT&T workers damaging the clubhouse irrigation system. Once the Association granted the easement, their workers were on site on many occasions. We will again ask for a complete work history from the approved easement date and forward. We will also ask for the contact name of someone up the chain of command from the representative we have been working with.

REI will set up a pre-winter meeting with the association's snow/ice removal vendor – Hoffman.

REI will make sure that approved unit modification information in the Birches is covered in the resale package so new buyers will be aware of items they must maintain at their own cost.

REI will add to the tickler – consideration will be given in 2010 to sealing new cement sidewalks to prevent damage from ice melt products.

REI will follow up on price estimate from Hoffman for maintenance work required in the detention basin behind Oak Village units. We already have a quote from Easter View. Once both quotes are in, we will email them to the board for review and approval of the low bid.

REI to follow up on pool plumbing winterization.

REI to follow up on payments due from SW1 due to recent billings.

Old/New Business –

REI to have the clubhouse carpet cleaned in November.

REI to prepare accomplishment list for 2010 owners meeting.

REI to arrange for Christmas tree dumpster program.

REI to begin planning for coupon delivery before year end.

REI to begin insurance renewal process in cooperation with the association's insurance agent.

At 9:00 PM, Joe Wielock made a motion to adjourn. Steve Andrewson seconded the motion. All present voted in favor of the motion