

**Sterling Woods II
Master Board Meeting
Draft of the Minutes – November 18th, 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); Steve Andrewson, Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Jeremy Schaefer, Vice President of the Maples; Mike Palica, Director (President of the Elms) and Andrew Taylor, Director (President of the Oaks).

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 –

Stan Kishner made a motion to ratify the minutes from the October 21st, 2009 Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report - Stan Kishner

In October, the Association had operating income of \$96K. Total expenses and reserve transfer were \$62K, with a resulting operating gain of \$34K. Major expenses for the month were lawn, shrub and tree maintenance. Year to date, we have a net operating gain of \$99K. However, \$36K of this gain is the result of advance common charge payments.

Reserves are down by \$89K for the year after payments for resurfacing of the entrance road, and now total \$1.27M. Total assets are \$1.48M. Reserve expenditures will continue to exceed the budget because of our decision to replace all garage doors this year.

There were 3 resales in October – Beechnuts at \$320K and \$366K, and an Acorn at \$305K. We anticipate another November resale of an Acorn at \$295K.

The Treasurer's Committee met on November 10 to continue to refine the 2010 budget recommendation.

Budget Discussion

Stan Kishner presented the proposed 2010 operating and reserve budgets. The proposal is for no increase in common charges. We anticipate a gain for 2009 in the operating account, and have recommended using part of that gain to increase the 2010 reserve contribution from the planned \$161,250 to \$180,000. One source of concern in the operating budget is that insurance premiums may increase significantly due to the number of claims experienced over the past few years and the recent fire at 2004 Cypress. In the reserve budget, we have budgeted for the possible purchase of an irrigation system for the trees on the entrance road.

George Holland thanked Stan Kishner and his fellow committee members for their efforts. He stated that the budget was well thought out and the community should be supportive of the proposed budget since there will be no increase in common charges.

Andrew Taylor made a motion to accept the 2010 operating and reserve budgets as presented. Steve Andrewson seconded the motion. Without objection, the budgets were approved.

Landscaping Committee Report –

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

Plant replacements are complete for the fall season. Retention basin clean-up is complete. Eastern View's contract specifications were reviewed and some minor issues were addressed (pruning methods, identification of meadow grassed hills and cutting thereof, yearly street sweeping operations and the cost of seasonal flowers). The committee is currently meeting with Shakespeare's Garden Landscape to review ideas for holiday decorations for the entrance and clubhouse. General fall clean up is ongoing.

The final application of fertilizer was completed on October 20th and lime was applied on October 27th.

A comprehensive tree inspection was completed by the landscape committee and Matt Flanagan from Bartlett resulting in the suggested pruning of 115 deciduous trees. Work will be done this winter pending approval. In order to improve the health and stability of the trees in the 80/20 zone, it is recommended that the median mulch rings be root invigorated and linked as well as installing a regulated irrigation system. The committee believes all of these should be carefully considered as care and treatment.

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

Maintenance Committee Report – George Torro, Chairman Maintenance Committee

Ed Kowalczyk stepped down as Chairman of the Maintenance Committee. On behalf of the Master Board, George Holland expressed his thanks for all of Ed's efforts. George Torro is now the Chairman of the Maintenance Committee.

REI will follow up with the contractor installing privacy wall caps.

REI will research the best way to clean mold off the clubhouse roof.

REI will follow up on ordering a new French door for 117 Logging Trail.

Management Report –

REI will follow up with Sign-A-Rama. They are in the process of repairing the sign near the water tower road.

REI will contact Alisa from AT&T's Legal Department. We are attempting to collect reimbursement for repair costs and excessive water bills that we believe were caused by AT&T workers damaging the clubhouse irrigation system. Alisa contacted REI on November 11 and promised to get back to us.

REI will add to the newsletter that we will have a dumpster placed on the top of Revere Road for Christmas trees only. The dumpster will be dropped off on January 2 and picked up on January 14. If the dumpster is full before January 14, it will be removed.

REI will send out new coupon booklets before year end.

REI will continue to follow up with Hodge Insurance Agency to be sure the insurance renewal process is in the works.

Old/New Business –

REI to respond to the unit owner on Hancock Drive. The letter will state that the owner's e-mail has been reviewed and the birdfeeder policy will not be changed at this time.

REI will add to the newsletter that Unit Owners should not leave out food for the animals and that all dead plants in planters should be removed by now.

A Unit Owner requested permission to install a satellite dish on a roof because he was not able to receive a signal if the dish was placed on his deck railing. The Master Board reminded REI that the Association does not allow satellite dishes to be installed on roofs

except in the Birches. The developer had allowed roof top installations and because of this there are still a few units with satellite dishes on their roof. When these units are sold, the owner will be required to remove the satellite dish from their roof. The Unit Owner requesting permission was informed of the Board's policy.

REI will add Andrew Taylor, President of the Oaks, to the CAI membership.

Art Stueck attended a CAI-CT Managers' Council luncheon in October highlighting changes that are being made to the laws governing condominiums. Since we may have to change some of our amendments because of these changes, REI will add this to the January agenda.

REI will ask Hoffman, our snow vendor, why they did not add stakes near the ends of driveways.

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