

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
November 19th, 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 –**

Joe Wielock made a motion to ratify the minutes from the October 15<sup>th</sup>, 2008 Master Board Meeting Open Session. Stan Kishner seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

Through October 31<sup>st</sup>, 2008 the association had net operating income of \$111K. It is anticipated that as the year progresses, most of this net income will be wiped out by anticipated expenses. 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 \$82K and the present reserve balance is \$1.3M. Total assets are currently \$1.6M.

There were no resale certificates issued in October.

Stan announced that Andrew Taylor, an Oaks Village Member, had recently joined the Oaks Board of Directors and the Treasurer's Committee.

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.

A summary of the committee report includes the following – lawn aeration and seeding have been completed, leaf removal has been ongoing and will continue into December, late fall fertilization and lime has been applied to the lawns, and winter tree pruning will begin shortly.

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

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

Ed Kowalczyk submitted a written report to the Master Board.

Paving repair work was reviewed by Ed. The access road paving quality was given good marks. There are some patching issues that have been or need to be addressed. There was also an oil spill by the paving contractor which may require seal coating to cover up.

REI will continue to work with Ed to address dissatisfaction with contractor work on the slider posts of certain Birches Village units.

Ed indicated that Affordable Powerwash did not install the same model of gutter guards as per the original plan. They had concerns about the original selection and wanted to try something better suited. Ed requested that REI install this new model gutter guard in one Birches unit as a test case to find out what the materials cost would be and what the related labor charge would be. Unit 102 Logging Trail will be used for the test case. The color of the gutter guard is to be white. REI is the low bidder for the 2009 gutter cleaning contract and the Board wishes to determine REI's costs and capabilities with installing the guards before awarding the contract.

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

**Reserve Study / Budget Discussion** – Stan Kishner gave an overview of the recent reserve study. Stan mentioned that there are two challenge periods in the future. The first is around 2020 due primarily to roof and road replacements with capital expenses exceeding \$1M in that year alone. The second is around 2038 primarily due to vinyl siding, windows and slider replacements with capital expenses exceeding \$4.8M in that year. Reserve Advisors (RA), the firm that performed the reserve study, recommended a reserve transfer of \$426k per year by the year 2011. The Treasurer's Committee is recommending that reserve transfers be increased to levels that will eliminate the need for

assessments when the 2020 high peak occurs but not the excessive increases recommended by RA. An increase in the reserve transfer from \$99k to \$150k will be recommended in the budget for 2009. In the future, further planning will be needed by another board to determine how the peak expenses will be dealt with in 2038 and beyond. Some type of loan seems to be a likely solution.

Stan then presented the proposed 2009 operating and reserve budget. Some of the largest budget changes are trash (a budget reduction of \$20K), maintenance and repairs (a budget reduction of \$35K), building and deck pressure washing and deck staining (a budget increase of \$13K), landscaping (a budget increase of \$21K) and the reserve transfer (a budget increase of \$51K). To achieve a balanced budget, a 3.5% increase in common charges was recommended. Joe Wielock made a motion to accept the proposed budget. Peter Zane seconded the motion. All present voted in favor of the motion.

George Holland again thanked Stan Kishner and his fellow committee members for their efforts. A great deal of time and effort went into the reserve study and this year's budget.

### **Management Report –**

REI to follow up with Bouchard Construction and his efforts to resolve the foundation leak at Joan King's unit, 1904 Bradford.

REI to follow up on bids for the next three year cycle of pressure washing of decks and buildings and staining of the decks.

REI to perform follow up inspections of the paving work and address accordingly. Ed Kowalczyk expressed concern that there may still be a drainage concern at the access road.

REI to follow up on the custom shelving to be built where the TV used to be.

REI to follow up on the gutter cleaning project.

REI to follow up on the clubhouse carpet cleaning.

REI to follow up with the City of Danbury with respect to the spike in last quarter water bills.

REI to arrange for a dumpster for Christmas tree disposal. The dumpster will be on site from January 2<sup>nd</sup> through January 14<sup>th</sup> and will be situated at the top of Revere Road. This dumpster will be for disposal of Christmas trees only.

REI will arrange for the mailing of 2009 coupon books for the week of 12/25.

REI will begin the process of obtaining insurance quotes.

## **New Business –**

A Pool Committee is likely to be formed. This will be further discussed when pool issues are addressed in late winter or early spring. Mike Palica offered to serve on the committee. Morton Herbst also offered to serve.

George Holland discussed difficulties REI is having in terms of collecting resident vehicle information. The cost to collect this information, in terms of hours and mailings, is unfair to the vast majority of owners that do comply in a timely fashion. This information is critical to properly enforcing parking rules. It is of benefit that management has this information as it prevents the need to tow a car when instead the proper owner can be contacted first. It also enables REI to respond appropriately when there are reports of suspicious vehicles on the premises.

George proposed that a new rule be created – “Section 6.13 Vehicle Identification” in order to have the needed leverage to get this requirement fulfilled. The Master Board reviewed the draft rule. Suggested changes were made and Peter Zane made a motion to accept this new rule as amended at the meeting. Steve Andrewson seconded the motion. All present voted in favor of the motion. George will provide REI with the new rule language and it will be sent to owners with the December meeting notice for comment. It will also be posted to the website.

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