

**Sterling Woods II  
Master Board Meeting – Open Session  
December 12, 2018**

**Draft of the Minutes**

**Call to order and establish a quorum** – Steve Griffing called the meeting to order at 8:35 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** – no unit owners requested to speak.

**Ratification of the Minutes** - Mary Boylan made a motion to accept the draft of the November 14, 2018 Master Board Meeting Open Session Minutes. Valerie Dawson seconded the motion. Without objection, the motion was approved.

**Warning letters** – there were no warning letters in the Board package.

**Hearing Panel Report** – there were no hearings held since the last Board meeting.

**Insurance Claims** – nothing at this time.

**Treasurer’s Report – Stan Kishner**

In November, the Association had \$154K in operating expenses. Income was \$143K, for an operating loss of \$11K. Expenses were dominated by the insurance premium, general maintenance, lawn and shrub maintenance and the snow removal contract. Operating gain to date is \$67K.

The insurance deductible reserve totals \$9.2K. Operating cash is \$164K and total assets equal \$1.3M.

Capital reserve expenses in November consisted of \$3.0K for completion of the pool replastering project and \$5.2K for repaving of a defective driveway. The capital reserve account at Wells-Fargo Investors has a balance of \$1.055M, consisting of \$1M of investments in bonds and CD’s and \$55K in the Wells-Faro money market. In November, we invested \$150K in a 2-year CD at 3.05%.

The Master Board approved the 2019 budget at the November Master Board meeting. The 2019 budget calls for a 3% increase in common charges.

There were no resales in November. In December, we expect a Chestnut to sell for \$300K.

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

The Landscaping Committee's year-end report is attached.

### **Deck Committee Report – Steve Griffing**

Steve Griffing stated that the Deck Committee is awaiting a proposal from Becht Engineering to assist with evaluation of best methods to replace the decks as per the reserve study.

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

Andrew Bayer informed the Board that David Cooke has requested the retainage payment of \$5,104.00. The only remaining items at this time with David Cooke are the smoothing down of observed roughness on the top step of the entry into the pool and the inspection of the pool bottom to check for any remaining roughness. It was noted that the AIA contract did not specify when the retainage payment would be given to the contractor. The Board agreed to pay David Cooke \$2.5K and asked REI to e-mail Russ Fernandes, the engineer, to ask if he agrees that we should pay the contractor \$2.5K at this time.

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

### **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 discussed officer positions. Stan Kishner made a motion to keep the positions the same. Mary Boylan seconded the motion. All present voted in favor of the motion.

The Board reviewed an e-mail from Frank Salvatore, Unit Owner of 1903 Revere Road, stating he would be interested in volunteering to serve as a representative from the community for the 1-84 Danbury Project. REI was asked to thank Frank for volunteering and to let him know when he has any updates he could either send a report to REI so it can be included in a Board package or he can attend a Board meeting.

Julia Brzezinska informed the Board that Bartlett, as part of the contracted services, will prune the pines behind the 1500 Pinnacle Way building between now and March. The pine trees will be pruned behind the 1900 Pinnacle Way building in 2020. Julia will

clarify how these trees will be pruned. REI will then inform the two Unit Owners who inquired about these trees. Julia Brzezinska will discuss these trees further at the January Board meeting.

Stan Kishner volunteered to organize the Sterling Woods Bluebook. Each Committee will be asked to provide Stan with information on major projects that were done and this information will be included in the Bluebook (for example, pool re-plastering project, information regarding the paving project, etc.).

The Board agreed Friday, June 7 would be a good date for a Sterling Woods Summer Party. REI will inform the Social Committee.

The Board agreed to move the November and December 2019 Board meetings one week earlier than usual due to the holidays. REI will inform Unit Owners.

REI will have new coupon books for 2019 sent to all Unit Owners.

REI will request an engagement letter (for taxes and a review) from the Association's accountant.

REI will file the annual city registration.

REI will perform the annual lease audit.

At 9:40 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

### YEAR-END 2018

The Landscape Committee Members - Frances Revell, Claire Hines, Norma Schlager, Dale Brown, Elissa Silvio, and Julia Brzezinska. Serving as a liaison for the Landscape Committee to the Master Board is Mary Boylan, who is also a member of the Master Board.

Weekly meetings commence from April to November with Eastern View (the general landscaper) and every other week with Lawn Doctor and Bartlett Tree.

The Landscape Committee's function is to make recommendations to the Master Board and follow up on all residents' concerns and take corrective measures as needed. Minimizing costs without compromising essential services is our objective.

Sterling Woods II consists of over a hundred acres of land maintained by our three vendors.

In April, Eastern View cuts down perennials such as day lilies, sedum and hostas and in late fall the ornaments grasses. Trimming of shrubs is done twice a year (June and September). Every spring, mulch is added to all the villages. However, mulch removal and replacement are done every three years, that is, two villages a year. In 2018, the Birches (Logging Trail and Silversmith Drive) and the Maples (Revere Road and Hancock Drive) were done. In 2019, mulch removal and replacement will be done in the Summit (Pinnacle Way), the Willows (Cypress Drive) and the Clubhouse area. This is done to prevent arterial fungus (black spots) from adhering to the siding on the houses. Also edging of shrub beds and tree mounds, weeding, removing dead shrubs and planting new ones, reseeding, aeration, over seeding, blowing leaves and policing the grounds for trash are performed by our general landscaper.

This year, as in past years, almost 200 shrubs were replaced due to winter damage. There are approximately 4,000 shrubs in Sterling Woods II.

Lawn Doctor does five lawn applications a year from April to October. In 2019, in an effort to promote better lawn results, gypsum will be applied during the first lawn application to the Beechnut and Acorn units' lawns. These units have exceptionally small lawn areas and, in the past, have not responded well to reseeding work. Gypsum works as a leeching agent to remove salt from lawns as a result of the snow mounds placed on the lawns.

In 2018, Bartlett removed over 20 trees, which were either dead, diseased or the result of storm damage. We had a March snow storm that caused some white pine trees to fall. Also, many pine tree branches fell and the fallen branches had to be removed. In addition, that storm caused damaged to our arborvitae (tree like shrubs around utility boxes and on the sides of some units along Heartwood Lane). The majority of the arborvitae had to have ties applied to straighten them (they were leaning) from the weight of heavy snow. Also, in mid-May we experienced a microburst which caused additional tree damage. Several large trees fell, including some trees behind the fence of our entrance way. For the year a total of 9 trees were replaced.

We are also pursuing information on a landscape reserve study to better manage our landscape assets. We have received information from Bartlett Tree with regard to our trees, which the Landscape Committee is reviewing. Eastern View will be submitting its information with regard to shrubs and slope areas and good locations for benches and a gazebo.

Submitted by: Julia Brzezinska