

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
December 12th, 2007**

Tom DuCharme called the meeting to order at 9:05 PM. Present were Tom DuCharme, President (President of the Birches); George Holland, Treasurer (President of the Summit); Director Peter Zane (President of the Oaks); Director Steve Andrewson (President of the Willows) and Joseph Wielock, Secretary (President of the Maples).

Absent was Carole Torro (Vice President of the Elms).

Request of owner(s) to speak – there were none.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the November 14th, 2007 Master Board Meeting. Steve Andrewson seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – George Holland

Financial status and 2008 proposed budget were covered at the owners meeting.

Landscaping Committee Report – Carole Torro (Chairwoman of the Landscaping Committee)

Carol Torro was absent. Art Stueck of REI provided a status update during the owners meeting.

Maintenance Committee Report – Stan Kishner (Chairman of the Maintenance Committee)

Stan Kishner provided a status report at the owners meeting.

Management Report –

REI to follow up on bids to paint gas pipes on the sides of all buildings.

REI to follow up on bids to paint vents on the Chestnut units on Bradford.

REI to repair French door posts, as listed, on certain Logging Trail and Silversmith units.

Feedback from Proposals

A decision on installation of devices to reduce water hammering has been tabled for now.

New Business –

REI will contact Yale Cooke and ask if modifications made to date have addressed the water banging problems.

REI to follow up on renewal insurance rates with the Hodge Agency.

REI to arrange for the annual Christmas tree dumpster – it should arrive on 12/31 and be removed no later than 1/14/2008. If there is a problem (over-flowing, being abused), we will have it removed sooner.

REI will send out new coupon books the week of 12/24.

REI will follow up on gutter cleaning. There will be problems as we agreed to delay cleaning as leaves were not down in early December and now we are dealing with leaves, snow and ice in the gutters. For the same reason, additional leaf clean up around the grounds will be needed too.

REI and the Landscaping Committee will be working on contract renewals with Eastern View, TruGreen and Bartlett.

Peter Zane made a motion to adjourn the meeting at 9:25PM. Joe Wielock seconded the motion. All present voted in favor of the motion.