

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – January 21, 2015

Call to order and establish a quorum – Steve Griffing called the meeting to order at 7:30 PM. Present were Steve Griffing, President (President of the Willows); Mike Palica, Vice President (President of the Elms); Stan Kishner, Treasurer (President of the Birches); Valerie Dawson, Director (President of the Maples) and George Holland (Treasurer of the Summit).

Absent from the meeting was Siubhan Fallon, Director (President of the Oaks).

Kim Murray attended on behalf of REI Property and Asset Management.

Request of owners to speak –

There were no owners present who requested to speak.

Ratification of the Minutes – Stan Kishner made a motion to accept the draft of the December 17th, 2014 Open Session Meeting Minutes. Valerie Dawson seconded the motion. Without objection, the meeting minutes from the December 17th, 2014 Master Board Open Session were approved.

The Board reviewed the draft of the minutes from the December 17, 2014 Unit Owner Annual Budget Meeting which was placed in the package for filing purposes and will be approved at the 2015 Owners Meeting. Steve Griffing stated there was a typo in the minutes. REI will make the correction to the minutes.

Treasurer’s Report – Stan Kishner

In December, the Association had \$193K in operating expenses. Income was \$118K for a monthly operating loss of \$75K. Expenses for December were dominated by general maintenance, painting projects, lawn and shrub maintenance, both November and December payments for snow removal and the quarterly water bill. To date, we have an operating gain of \$32K.

Reserve expenses in December were \$4.4K for tree restoration. The reserve fund balance is \$1.7M. Total assets are \$1.9M. There were no resales in December. We expect an Acorn to sell in February for \$259K.

Landscaping Committee Report – Julia Brzezinska

Kim Murray informed the Board that the Landscaping Committee elected Julia Brzezinska the new chairperson of the Landscaping Committee.

Julia informed the Board that the first landscaping meeting this year will be held on February 26. The Landscaping Committee will meet with representatives from Bartlett, Eastern View and Lawn Doctor.

Bartlett began the wood line/vines project on January 21. The objective of this project is to prevent the wood line from encroaching on the lawn areas. This work is being done on Revere Road, Hancock Drive, Logging Trail Road, Heartwood Lane and Silversmith Drive.

Maintenance Committee Report – George Torro

There is no maintenance report this month.

Steve Griffing stated that a Unit Owner on Cypress Drive with fitness center experience has volunteered to help with equipment selection in anticipation of the need to replace a treadmill.

Paving Committee Report – Stan Kishner

The Paving Committee was formed for the purpose of developing a long-term plan for replacement of roads. While the most recent Reserve Study conducted by Becht Engineering in 2012 recommended that we start a three-year repaving program in 2016, the very poor condition of some of our roads will require an acceleration of the program. The committee, along with vendor representatives, determined that Heartwood Lane and Logging Trail Road are the roads most in need of replacement followed closely by Bradford Drive and Revere Road.

We have commissioned Howland Engineering, the engineering company we used for writing the specifications for Silversmith Drive, to develop the specifications for repaving Heartwood Lane, Logging Trail Road, Bradford Drive and Revere Road. The specifications will include all driveways which would be repaved when the roads are done. We will attempt to preserve the Birches driveways that have been recently repaved. Howland's work started late and has taken longer than anticipated. We would like to send out a bid package as soon as possible so that paving can begin in the spring. It is important to do the repaving while the ground is still moist. The asphalt plants open in April.

We anticipate that we will not be able to repave more than two of our roads in 2015. More repaving will be budgeted for in 2016.

Roof Committee Report – George Holland

The Roof Committee has interviewed a number of roofing contractors, roofing engineers, roofing consultants, and home inspectors. The messages from them have been fairly consistent. The key points are the following:

The estimated 20 year life of a roof shingle is fairly accurate so the Reserve Plan to start replacing our roofs at the 20 year milestone is reasonable. The quality of the installation is critical. Hiring someone to inspect the work during and after the installation would be worthwhile. After asking one roofing contractor for a ball park estimate of what it would cost to replace all the roofs in Sterling Woods, the committee believes that the Reserve numbers are realistic.

We have choices in the type of roofing materials. We will need a well thought out roof specification prepared by an expert.

Ice Damming – all the interviewees asked if we were having problems and all thought that roof replacement would help alleviate our problems. Algae on the roofs – the consensus was that any attempts to remove the existing algae would risk damaging the roofs and would not have long lasting success.

Roof inspection – one of the committee goals was to inspect a sampling of our roofs to see if they are aging as expected and that the plan to start to replace at the 20 year milestone made sense. The hope was that this inspection could be done rather cheaply. Unfortunately, that is not the case. The bids to do the inspection ranged from \$4K to over \$10K.

Next steps – The decision that the Board needs to make is whether or not to proceed with any inspection of the current roofs. Is there enough value to be obtained from any such inspection to warrant spending the \$5K? Would we better serve the community by accepting the conventional wisdom that roofs last 20 years thus starting in 2016 makes the most sense? Then the \$5K could be used for preparing the roof specifications and/or hiring someone to inspect the installation.

Deck Committee Report – Steve Griffing

The Deck Committee has contacted two engineering firms to get quotes on evaluating the decks current condition. The objective is twofold: are they aging appropriately towards the expected lifetime of 25 years and if so, may it make sense to consider any replacement work prior based on cost benefit analysis with routine maintenance versus new material replacement?

It is the expectation that the decks would be the third of the three major projects under consideration at this time (roads first, roofs second and decks third). This investigation is meant to be proactive to prevent surprises and to ensure that the decks are aging as expected.

Both firms have indicated that on superficial observation, the decks seem to be in very good shape because they seem to be well maintained. We have received one quote with an estimate of \$6K to evaluate 25% of the decks and submit a report. We are awaiting the second engineering estimate. The committee will provided updates when additional information is obtained.

Management Report –

All REI follow ups, as a result of the last Board meeting and contained within the monthly status package, were reviewed.

Old/New Business –

A Unit Owner on Bradford Drive stated on the weekends young adults park at the top of Bradford Drive and hang out in their cars leaving litter behind in this area. Kim Murray contacted the City of Danbury Police Department and asked that they patrol this area on the weekends. REI also looked into the possibility of putting a surveillance camera in this location. Kim Murray informed the Board that she discussed installing a surveillance camera in this area with John Sicignano from Advanced Alarm and Communications. John stated that three cameras would have to be installed on the top of the first building on the left of Bradford Drive. He also stated that two pine trees would have to be removed and a third smaller tree may have to be trimmed or removed. He would have to install a 4-channel NVR (recording device) in the garage of 1001 Bradford Drive and possibly use the Unit Owner's internet which may have to be upgraded in order to accommodate this. The approximate cost for this would be \$3K not including the removal of the trees or an internet upgrade. The Board discussed this and stated at this time cameras will not be installed in this area. REI will remind Unit Owners again to look out for suspicious activity and report such activity to both the Danbury Police and REI

REI will inform Unit Owners in the upcoming newsletter that the new insurance policy now has a \$10,000 deductible. Unit Owners should relay this information to their personal insurance agent because in some cases a Unit owner could be responsible for the deductible when an insurance claim is submitted through the Association's insurance policy. The deductible on last year's policy was \$5,000 with a \$7,500 water deductible.

The Board reviewed a proposal from Eastern View Landscaping to extend their existing contract for two years. The current contract in place with Eastern View is expiring on December 31, 2015. Eastern View stated they would cut the hill on Revere Road an additional five times per year at no additional charge. This hill has been cut only two times per year in the past. This would occur in 2015, 2016 and 2017 and there would be a savings of \$7,500. Eastern View would also hold the cost for their services in 2016 and 2017. The cost for the 2015 landscaping season is \$130,738.65. Stan made a motion to accept this proposal and extend the current contract for two additional years. Mike Palica seconded the motion. All present voted in favor of the motion. REI will inform Eastern View of the decision and add the amendment to the current contract.

REI will have the filter changed on the furnace in the clubhouse.

At 8:30 p.m., Valerie Dawson made a motion to adjourn the meeting. Mike Palica seconded the motion. All present voted in favor of the motion.