

**Sterling Woods II**  
**Master Board Meeting – Open Session**  
**Draft of the Minutes – February 17<sup>th</sup>, 2010**

**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 (via teleconferencing), Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joe Wielock, Secretary (President of the Maples); Mike Palica, Director (President of the Elms) and Andrew Taylor, Director (President of the Oaks).

Art Stueck and 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 –**

Joe Wielock made a motion to ratify the minutes from the January 20<sup>th</sup>, 2010 Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report - Stan Kishner**

Income for the month of January was \$144K and was higher than budget due to pre-pays. Expenses were \$86K and as a result, we have an operating profit of \$58K. The snow removal installment of \$35K was the only major expense item. The capital account reflected a profit of \$197K due to receipt of insurance funds for the fire claim of \$218K less the \$50K advance to REI for the work being performed.

Total assets are now \$1.65 M with reserves representing \$1.27 M of that number. The insurance funds on hand are reflected in total assets amount.

There was one resale in January – a Chestnut for \$364K. There is an anticipated resale in February – a Fernwood for \$390K.

George Holland thanked Stan for his report

**Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee**

Bartlett is onsite trimming trees. The Landscaping Committee is having a pre-season meeting with Eastern View and Bartlett on February 18. The weekly meetings will begin in March.

George Holland thanked Carole for her report.

### **Maintenance Committee Report – George Torro, Chairman Maintenance Committee**

George Torro met with Art, Kim and Harry Shaker to review the Major Maintenance Project schedule. Harry Shaker will be providing us with his recommendations regarding various painting projects and the frequency in which they should be performed. There will also be a spring walk around with REI and the MMC.

George Holland thanked George for his report.

### **Management Report –**

REI sent out a letter to six Unit Owners in the Elms and the Oaks letting them know that Marty Flynn, the Association's plumber, will be contacting them to install outside frost free water valves in their units so that when the villages are power washed, the contractor will have a water source available to him. These water valves will have a locking system on them. REI will provide Marty Flynn with the contact information for the six Unit Owners.

REI will send out a letter to all Unit Owners who have not returned their Vehicle Information forms by February 22. The Unit Owners will be fined \$25.00.

REI will follow up with Justin Kirwin. We are waiting for him to sign and return the renewal clubhouse cleaning contract.

### **Old/New Business –**

REI will remind Harry Shaker to power wash and stain the decks in the Elms and the Oaks after the pollen has fallen.

REI will begin the process of hiring a pool attendant.

Art included an article in the Board package from the U.S. Fire Administration titled Focus on Fire Safety - Preparedness for Fire. He will add key points from this article to the monthly newsletter.

George Holland mentioned that as of February 12, 2010, we have had 36 inches of snow this season. We are getting close to our maximum allowed by the snow vendor before we are additionally charged.

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