

Sterling Woods II
Master Board Meeting – Open Session
February 21, 2018

Draft of the Minutes

Call to order and establish a quorum – Steve Griffing called the meeting to order at 7:30 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).

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

Steve Griffing stated the Board met on February 8, 2018 to discuss officer positions. Mary Boylan was not present for this meeting but the remaining Board members were in attendance at this meeting. The Master Board directors in attendance elected the following officers:

President:	Steve Griffing
Vice President:	Andrew Bayer
Treasurer:	Stan Kishner
Secretary:	Mary Boylan

REI will inform Unit Owners in the upcoming newsletter.

Request of owners to speak -

Rocky Tarascio, Unit Owner of 1204 Cypress Drive, told the Board he was concerned that some residents walk in the community in the evening wearing dark clothes and don't carry a flashlight making it very difficult to see them when it is dark outside. The Board stated they would remind residents in the upcoming newsletter if they walk in the evening, in the dark, it is a good idea to carry a flashlight and wear light clothing or wear something reflective.

Ratification of the Minutes – Andrew Bayer made a motion to accept the draft of the January 17, 2018 Open Session Meeting Minutes. Valerie Dawson seconded the motion. Without objection, the meeting minutes from the January 17, 2018 Master Board Open Session were approved.

Treasurer's Report – Stan Kishner

In January, the Association had \$122K in operating expenses. Income was \$141K for a monthly operating gain of \$19K. Expenses were dominated by the insurance bill and snow removal. There have been no reserve expenses yet in 2018.

Retained earnings are \$137K. Total assets are \$1M and the reserve fund balance is \$750K, pending the transfer of \$100K from retained earnings, as approved by the Master Board last fall.

We have modified the manner in which the reserve fund balance is reported. Previously, the financial status of insurance claims was embedded in the reserve fund report for convenience. However, we have recently suffered insurance losses, due to the need to cover insurance deductibles and the possibility that our claims may not be fully paid by our insurance company. Therefore, insurance losses would appear as reserve expenses. To avoid paying for insurance losses from the reserve fund, we have asked REI to provide a separate income and expense statement for insurance costs only. This decouples insurance losses from the reserve fund. This change was implemented for the December 2017 financial report in order to avoid insurance losses affecting the reserve fund balance at the end of 2017.

An additional change has been made so that reporting of the reserve fund balance will be more accurate and timely. Previously, reserve expenses were paid first from the operating account and then the amount of the expenses transferred from our Wells-Fargo reserve account to our operating account. We have changed this so that reserve expenses are paid directly from the Wells-Fargo account. With this change in place, the balance in the Wells-Fargo account will be the same as the balance in our reserve fund. This change should be complete by the end of February.

In January, an Acorn sold for \$253K and a Beechnut sold for \$305K. In February, we expect an Acorn to sell for \$259.9K and a Chestnut to sell for \$322K.

Andrew Bayer asked Stan Kishner if the Treasurer's Committee has considered investing some additional money in a more interest-bearing account. Stan stated he would discuss this with the committee and will provide their recommendation to the Board.

Landscaping Committee Report – Julia Brzezinska

There was no formal report given this month but Julia did mention that Eastern View, our landscaping vendor, started spring cleanup working in the community for two days even though their season doesn't officially start until mid-March.

Maintenance Committee Report – there was no report given 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 reviewed proposals from four contactors for power washing the buildings, power washing the decks, staining the decks, staining the guardrails and painting the handrails.

Andrew Bayer made a motion to hire Yankee Paint to power wash the buildings and decks, stain the decks and guardrails and to hire D.B.O. Company to paint the handrails. The Yankee Paint contract would be a three-year contract and the cost for this work is \$157,258.43. The D.B.O. Company contract would be a two-year contract and the cost is \$24,146.00. Mary Boylan seconded the motion. All present voted in favor of the motion.

Kim Murray requested bids to have another Capital Reserve Study done. She will follow up with the companies to obtain their proposals.

REI reached out to the Association's attorney and insurance agent asking them for their feedback regarding any possible liability issues relating to the Association having an AED (automated external defibrillator) in the fitness center. Steve Griffing stated the Association's attorney didn't think it was a good idea to purchase an AED for the fitness center and said at a minimum, the Association should consult with its insurance agent to determine to what extent its insurance policy will cover it, for when (NOT IF) someone sues. The Association's insurance agent said if there was a lawsuit relating to the AED, the lawsuit would be covered. Steve recommended not purchasing one at this time and the remaining Board members agreed.

Andrew Bayer stated he will be meeting with Ed Nejame on March 13 to discuss having the pool re-plastered this year after the pool season is over. REI will inform Unit Owners in the newsletter that the pool will be re-plastered this year. Unit Owners will be invited to join this committee to assist with this project, if they are interested.

Steve Griffing stated the Stairmaster in the fitness center has been repaired and is in good working condition. Steve stated that he, along with the users of the Stairmaster, continue to research replacement options for the old Stairmaster. He will provide information for the budget when needed. Valerie Dawson asked Steve and the Committee to research whether or not it is necessary to purchase commercial equipment when replacing the Stairmaster.

The Board reviewed a revaluation notice of assessment change from the City of Danbury Assessor's Office for the location McKay Road. REI was asked to find out the specific location of this property.

Steve Griffing stated CAI (Community Associations Institute) is holding their Condo Inc. I class in the Danbury area and they asked Sterling Woods II if they would allow them to have their class at the Sterling Woods Platinum Club on April 28, 2018. This is a class that is offered to Danbury area Board members or Unit Owners who are interesting in learning how associations run. The Sterling Woods II Board has agreed to allow CAI to host this class at the Platinum Club. CAI is allowing the Sterling Woods II Board members to attend at no charge. REI will inform Unit Owners in the upcoming newsletter.

REI will see if either the Red Cross or Bethel VNA would be willing to offer a CPR training class for residents at the clubhouse.

At 8:45 PM, Valerie Dawson made a motion to adjourn the meeting. Maureen Dunkerton seconded the motion. All present voted in favor of the motion.