

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – March 18, 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); Jake McGuigan, Secretary (President of the Summit); Siubhan Fallon, Director (President of the Oaks) and Valerie Dawson, Director (President of the Maples).

Art Stueck and Kelly Montesi 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 – Steve Griffing requested that an edit be made to the minutes. Old/New Business will be referred to as Unfinished/New Business. Mike Palica made a motion to accept the edited February 18, 2015 Open Session Meeting Minutes. Valerie Dawson seconded the motion. Without objection, the meeting minutes from the February 18, 2015 Master Board Open Session were approved.

Treasurer’s Report – Stan Kishner

In February the Association had \$114K in operating expenses. Income was \$118K for a monthly operating gain of \$4K. Expenses for February were dominated by snow removal, tree pruning and insurance premiums. To date, we have an operating loss of \$11K.

Reserve expenses in February were \$17.5K, most of which was for development of road paving specifications.

The reserve fund balance is \$1.7M. Total assets are \$1.98M.

There were 4 resale’s in February – an Acorn for \$259K, a Grey Oak for \$350K, a Beechnut for \$253K and Hickory for \$293K. In March, we expect a Chestnut to sell for \$320K.

Landscaping Committee Report – Julia Brzezinska

On February 26, 2015, the Landscape Committee (Julia Brzezinska, Dale Brown, Claire Hines, Frances Revell and Norma Schlager) met with all association landscaping vendors - Eastern View (Carmine Istvan, Owner and Anthony Brown, Supervisor), Bartlett Tree (Matt Flanagan, Arborist) and Lawn Doctor (John Demeyer, Owner of the franchise).

We discussed timelines for items to be completed from last year, anticipated work to be done and our overall concerns about the services provided.

Eastern View provides landscaping services such as blowing leaves, edging tree mounds and shrub bed areas, mulching tree mounds and shrub areas, mowing grass, planting season flowers in the spring, summer and fall in the front entrance areas and clubhouse area, reseeding work, aeration and overseeing work in the fall, removing dead shrubs and planting new shrubs, picking up trash in SWII as well as the sidewalk area on Nabby Road and providing for street sweeping in the spring and fall. Eastern View's work in SWII begins on March 15th with policing the area for trash and general cleanup work, including removing leaves caught in shrub beds over the winter. Because of the numerous snow mounds, the start of general cleanup work may not begin on March 15th but will begin no later than April 2nd.

Lawn Doctor provides fertilizer, gypsum to wash away road salt from lawn areas, weed, crabgrass, grub, chinch bug and tick control. The Landscape Committee, as well as Kim Murray, will be notified by email whenever any of these services will be performed. A pamphlet containing information about the products being used will be given to Kim Murray to keep in the office and make available for all residents who wish to see it.

Bartlett Tree's services include pruning trees, removing trees and stump grinding, planting new trees, insect and disease management for trees and shrubs, provides soil test analysis, fertilization of shrubs and soil management (i.e., to apply a soil treatment to supply necessary nutrients to assorted species of trees). Pear and ornamental tree pruning work is continuing. A deer repellent treatment is to be applied to arborvitae and selected shrubs throughout SWII in the middle of March.

The Landscape Committee will resume meeting on a weekly basis starting on April 2, 2015. At the meeting, all vendors will be present too.

Maintenance Committee Report – George Torro

George stated the Maintenance Committee will perform their spring walkthrough in the next couple of weeks.

Roads Committee Report- Stan Kishner

The Roads Committee met with Howland Engineering to write road specifications. The specifications should be forwarded to the committee next week. Once the specifications have been received, a pre-bid meeting will be scheduled so that a bid package can be completed. It was agreed that Heartwood Lane, Logging Trail Road and Revere Road will be the first three streets to be replaced.

Deck Committee Report – Steve Griffing

The Deck Committee has only received two proposals from engineers so far. They will continue to obtain a third proposal.

Roof Committee-

No report was given.

Management Report –

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 pool maintenance proposals were reviewed. The Board would like to approve Aquatic but first would like REI to inquire if they are certified. An interview should be scheduled with Aquatic and REI. The Board will vote on the proposal at the April meeting.

The pool sticker/tile proposals were reviewed. The Board would like to go with the tile as they are permanent. REI to obtain a proposal from Aquatic Pools for installing tiles instead of stickers. The proposals will be voted on at the April meeting.

REI to provide a report on how much the Association paid Hoffman Landscape to remove snow from the community.

Stan Kishner discussed what should be on the Association website. He noted the following items need to be updated - the 2015 budget, updated Rules and Regulations and Governing Documents. REI to forward these to website coordinator to upload. Stan also stated that the Board should decide where policies should be posted on the website. It was agreed the Board should review the rules vs. policies and decide if some policies should be converted to rules. REI to include these in April's status packet for discussing.

Mike Palica made a motion to accept the treadmill recommendation made by Steve Griffing and move monies from the reserve account, not to exceed \$10K, to replace the two treadmills. Stan Kishner seconded the motion. All present voted in favor of the motion.

Mike Palica made a motion to hold Dumpster Day on May 16th. Steve Griffing seconded the motion. All present voted in favor of the motion. REI to schedule the roll off dumpsters with Winters Brothers.

Kim Murray to proceed with the deck letter to the Summit and Willows Village Unit Owners.

REI to schedule having the detention basin cut in April.

The deck painting/power washing quotes will be reviewed by the Maintenance Committee and REI. The recommendation will be voted on at the April meeting.

At 8:13 PM, Valerie Dawson made a motion to adjourn the meeting. Siubhan Fallon seconded the motion. All present voted in favor of the motion.