

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
March 21, 2007**

Yale Cooke called the meeting to order at 7:30 PM.

Present were Tom DuCharme President (President of the Birches) by telephone; George Holland, Treasurer (President of the Summit); Director Peter Zane (President of the Oaks); Yale Cooke, Vice President (President of the Elms); and Dave Renna (Vice President of the Willows). Absent was Joseph Wielock, Secretary (President of the Maples).

Request of owner to speak – Mr. Mohr, 1505 Bradford Drive, was given the floor. Mr. Mohr requested a copy of REI's contractor license and proof of insurance as work was done in their unit on behalf of the association. The board agreed to have REI provide those documents and Art Stueck of REI offered to do so this week.

Ratification of the minutes –

George Holland made a motion to ratify the minutes from the February 21, 2007 Master Board Meeting. Peter Zane seconded the motion. Without objection, the meeting minutes from the February 21, 2007 Master Board Meeting was approved.

Treasurer's Report –

George Holland reported that income for February was high, as was January, as many unit owners pre-pay their common fees for some number of months and even as much as a year. Legal fees were high, \$6.8k, largely due to the arbitration with Brickman. Insurance disbursements, \$21k on the year, are high this time of year as the various policies begin in January. Maintenance and repairs costs were high in January and February and year to date are \$22.5k. REI is now providing the Maintenance Committee with monthly details on spending – by detailed maintenance and repair category and unit type. This will assist the association in understanding problem areas and perhaps how they can be better addressed. Net income for the year is \$67.7k.

There were no expenses out of the reserve account in February and year to date income is \$21.5k. Association assets are now approximately \$1.443M. The Associations financial advisor has resigned from Wachovia and is now working with Charles Schwab. The Treasurers Committee will be evaluating this matter in the near future and will determine whether any change should be made in this regard. Presently, the association does not pay any maintenance fees for its accounts with Wachovia.

With regard to re-sales, the market has picked up a bit however prices have dropped about 10% from one year ago. Tom DuCharme asked that REI correct the resale report – the 8/28/06 resale, B102S, was an Evergreen and the 2/27/07 resale, S1601P, was a Beechnut. REI will also remove the AM/PM designation.

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

Bartlett put forth a proposal for 2007 tree and ornamental services. Bartlett has suggested that the dying sugar maples, which are along the boulevard entrance, be replaced by red maples as they are heartier. George Holland made a motion that the Bartlett contract be executed, as discussed last month, now that this matter has been cleared up. Tom DuCharme seconded the motion. All present voted in favor of the motion.

The Landscaping Committee interviewed three candidates for landscaping/snow removal services - Quality, Executive and Eastern View. The committees' first choice, based on location and strong relationship with the assigned supervisor Andy Smith, was Executive. Eastern View is the second choice. Quality was considered number three as they do not have enough experience with the maintenance of large communities.

The Master Board felt that Executive had not demonstrated the proper focus (available equipment, man power, proper training and execution) at Sterling Woods II this winter to deserve the award of additional services.

It was noted that the Association is holding the February and January installments from Executive at this time. Those two installments amount to \$56k. These funds will be held until all open issues are resolved – including damage to the property and a concession for failure to follow the contract specifications.

Peter Zane made a motion that Eastern View be hired for the 2007 landscaping season. Yale Cooke seconded the motion. All present voted in favor of the motion.

REI will work with the committee and the selected vendor to finalize the 2007 maintenance and weed/feed contract. REI will also begin to evaluate how to address the need for a competent snow vendor(s) for the 2007/2008 winter season.

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

There was no report given this month. Projects under consideration for 2007 remain the same as indicated in last months report.

Gutter Guards were looked at but the price seems too high relative to the cost benefit analysis. REI received a quote for Gutter Guards that exceeds \$500k.

On behalf of the Master Board, Yale Cooke executed a contract with LoStocco Metalwork's in the amount of \$10,451.60 for the hand rail maintenance in the Oaks.

Management Report –

REI will follow up with Brookfield Plumbing, once the grounds thaw, in regards to repairing the outside shut off near unit 1505 Bradford.

REI will follow up on the annual audit and tax return preparation for all the villages. .

REI provided the board with prices for the elliptical equipment for the exercise room. Prices range from \$2.9k to \$4.7k. The board has tabled a decision for the time being.

REI will follow up on start up of the irrigation system for the clubhouse lawn.

REI will arrange for three large trash containers for mid-May. They will be brought in and out on a Saturday. REI will provide the details on this event in the April summary letter.

REI will follow up on annual city requirements of pool registration.

REI will follow up on identifying a candidate(s) to be the weekend attendant at the pool this summer. It was agreed that REI will first look within the community for an adult in the hopes that we will have better performance.

REI will arrange to have the pool opened in time for the Memorial Day Weekend. REI will have the pool plumbing de-winterized. REI will have the patio chairs put out for the pool opening.

It was noted that power washing needs will be evaluated later this year.

REI will arrange for an evaluation of the paving following spring thaw.

REI will arrange for the a spring tune up of the clubhouse HVAC.

REI will meet with the contractor that will be staining decks in the Oaks and Elms this year – we will set up dates and notify those owners affected.

REI will follow up with GADCO and Bethel Overhead door with regards to the struts that are needed to reinforce the Birch garage doors.

REI will follow up with regard to scheduling the drainage work that will be performed behind units 109, 111, 115, 117 and 119 Logging Trail. This work will be supervised by an engineer to ensure that design specifications are met.

New Business -

George Holland provided board members with sample pages of the Sterling Woods II website which is currently under development by Georgeann Kishner of the Birches. Input from board members was requested. Once the site is running properly, owners will be notified as to how they can access it.

The Master Board approved the installation of a satellite dish as requested by Adrienne Roberts of 1706 Cypress Drive. It will be installed on the deck privacy wall.

REI and Renee Strazza of the Oaks are working on a spring social event for the community. It will feature an egg hunt for children and refreshments for adults. The date is April 7th at the Platinum Club. There will be activities and refreshments at 1:00 PM and the egg hunt will start at 1:30 PM. The rain date will be April 14th. A flyer will be placed in resident mail bins.

Yale Cooke made a motion to adjourn the meeting at 8:45 PM. Peter Zane seconded the motion. All present voted in favor of the motion.