

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
March 26, 2008**

**Call to order and establish a quorum** - Tom DuCharme called the meeting to order at 7:30 PM. Present were Tom DuCharme, President (President of the Birches); George Holland, Treasurer (President of the Summit); Renee Strazza (Vice President of the Oaks); Dave Renna (Vice President of the Willows); Mike Palica (President of the Elms) and Joseph Wielock, Secretary (President of the Maples).

**Request of owner(s) to speak** – Dave Renna spoke on behalf of the Social Committee. Dave mentioned that the committee had met and discussed various concepts – happy hour, pool table, bocce, game tables, etc... The community survey is out and they will shortly be evaluating replies and interest.

**Ratification of the minutes** –

Joe Wielock made a motion to ratify the minutes from the February 20<sup>th</sup>, 2008 Master Board Meeting. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – George Holland**

George Holland reported that there were not any unusual expenses in February. The association has year to date net operating income of \$38.8k. That is largely driven by pre-paid common fees of approximately \$19k. A number of residents pre-pay the full years worth of common fees in January. By year end, the net income will most likely be wiped out.

Maintenance and repair costs are down but they will most likely increase as the year progresses. Out of reserves, the biggest year to date expense is garage door replacements. We have budgeted to replace approximately forty doors this year. This expense will have to be watched closely. In the reserve account, we had net income of \$19.8k. Reserves at month end were approximately \$1.32M. Total assets, as of 2/29/2008, were approximately \$1.48M.

With regard to resales, recently we have seen good activity. From August 2007 through January 2008, we only had 3 sales. Since then, we have had five. Prices are down year to year approximately 10%.

The Treasurer Committee has an April meeting planned with the firm retained to conduct the new capital reserve study.

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

There was no report at this time. Art Stueck mentioned the snow vendor will be initiating complex repairs, related to damage from their services, and the landscaping vendor has begun working on their spring requirements.

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

Stan Kishner reported that a property inspection would be taking place very shortly. Project recommendations will follow that visual examination of the grounds and buildings. The committee has also spent time with the deck painting vendor to make certain the correct product and color are used in the two villages – Birches and Maples.

REI will evaluate all road storm water run off drains. Last year all yard drains were checked and cleaned.

The committee will be taking a close look at garage doors and will assist in determining which doors will be replaced and which ones will be painted.

The committee will also evaluate what buildings need power washing, what unit or building should be used as a test case for gutter guards and the condition of the road as you enter the complex. REI will alert SW1 that this area may require major repairs or replacement this year. If this area is repaved, it may be wise to consider the installation of an island irrigation system at this time.

Tom DuCharme thanked Stan and his committee members for all their effort.

**Management Report –**

REI to follow up on obtaining final copies of the annual financial audit.

REI to follow up on identifying candidates for monitoring the pool. The Board authorized REI to advertise in the local newspaper if we are unsuccessful in identifying candidates through the association newsletter.

REI to obtain two more bids, in addition to the one we have from the incumbent vendor, for annual clubhouse cleaning requirements.

REI and the Social Committee will be working on requirements for the 2<sup>nd</sup> Annual Sterling Egg Hunt. The date is April 26<sup>th</sup> at 1:00 PM. The rain date is May 4<sup>th</sup>.

REI will follow up on the deck pressure washing/staining projects.

REI to follow up on dumpster day – currently scheduled for Saturday, May 17<sup>th</sup>.

REI to follow up on the lamp post ordered that was knocked down by Hoffman, the snow removal vendor. The post will not be moved from its original location. Hoffman will be paying for this repair cost.

REI will follow up with Yankee Gas with regards to gas pipe painting.

REI to follow up on repairs to rear slider posts in the Birches. REI will email the list of units that will be repaired to Stan Kishner.

REI will evaluate paving conditions in late April or early May.

REI will evaluate drainage concerns in the rear of the 3000/4000/5000 buildings in the Oaks.

REI will take no further action at this time in regards to water hammering in the 6000 building in the Oaks.

REI to follow up on the recent issue regarding changing common area light bulbs. There are two issues – we currently have mercury vapor fixtures which were recently outlawed thus are no longer being manufactured. Whenever we switch to a different type bulb, we will also need to change the ballast. The ballast is not readily found – they are a special type that fit down inside the lamp post. REI will ask the electrician if we could stock pile bulbs and ballasts so as to postpone switching for a few years.

REI to begin pool start up efforts. Target date for opening is Memorial Day weekend. Once the pool is opened, REI will have the cleaning company visit two times per week. REI will make certain pool water is tested and logged on a daily basis.

REI to arrange for start up of clubhouse lawn irrigation system.

REI to re-visit the drainage retention pond behind the Oaks. Dunks will be dropped to combat mosquitoes. We will drop dunks in all areas where there is standing water. REI will follow up on vendor quotes to address the engineer's suggestions with regard to detention basin maintenance.

REI will arrange for the annual inspection of clubhouse fire extinguishers.

REI will arrange for the semi-annual inspection and maintenance of the clubhouse HVAC system.

## **New Business –**

There has been a recent rash of plumbing leaks, three of which were toilette water feed lines, which caused damage inside units. Association insurance claims were filed to cover said damages as the association is the primary carrier in all cases of building damage. Unit owners have had to deal with the inconvenience, damage to property and filing claims with their homeowner policy. The ability to obtain insurance, for the association, at a reasonable cost could be jeopardized if this trend were to continue. As a result, the board has directed REI to investigate what it would cost to have all toilette feed lines updated in order to reduce this risk.

REI reported that AT&T made contact with the association. They will be placing an equipment box on the corner of Silversmith and Hancock. They will also be laying underground conduit along the right side of the road as you enter the complex. This work will be from Nabby Road to the entrance of SW1's clubhouse. The work will be on the wood line side of the wooden guard rail. This will be the final steps they need to take in order to offer their full compliment of fiber optic services.

The board discussed problems with trash blowing around the complex due to how residents place out their waste (without lids on pails, without properly securing bundles of newspapers and cardboard) coupled with windy days. At this time, there will be no policy changes with how and when trash and recycling is placed outside. However, REI will remind the community with regards to how trash and recycling should be handled. Two weeks after that communication, REI will shift its inspection day to Mondays to make certain residents are complying with the rules. This will be handled in a special, separate mailing.

REI to check gutter bills year to date. If they were incurred due to leaves, the gutter cleaning company should have been dispatched. If the were due to ice build up then there is no issue.

Modifications to Rule 6.3 were noted in the minutes, posted at the clubhouse, covered in the monthly news letter and owners were given an opportunity to be heard at this meeting. Said rule change is now officially in place. REI will make edits to our file document and we will send a substitution page to all owners for insertion into their rule book.

Concerns with regards to blasting on Federal Road have been tabled at this time.

Tom DuCharme informed the board that letters and ballots have been sent to all Birches owners with regards to proposed Amendment 41.

Tom DuCharme mentioned that on March 8<sup>th</sup>, 2008 he attended a Community Association Institute seminar. Ongoing education of volunteer board members is a suggestion, but not yet a mandate, of state statutes.

REI will add a second drain along the front of the foundation of Joan King's unit on Bradford. Repairs to the foundation have not fully resolved the leak.

George Holland made a motion to adjourn the meeting at 10:00PM. Joe Wielock seconded the motion. All present voted in favor of the motion.