

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – April 15, 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 Kim Murray 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 – Mike Palica made a motion to accept the draft of the March 18, 2015 Open Session Meeting minutes. Stan Kishner seconded the motion. Without objection, the meeting minutes from the March 18, 2015 Master Board Open Session were approved.

Treasurer's Report – Stan Kishner

In March, the Association had \$181K in operating expenses. Income was \$122K for a monthly operating loss of \$59K. The deficit is the result of excess snow removal costs. To date, we have an operating loss of \$70K. Once we have seen all the bills for snow and ice related repairs, the Treasurer's Committee will meet to recommend if a special assessment will be necessary.

The reserve fund balance is \$1.7M. Total assets are \$1.95M. In March, a Chestnut sold for \$320K.

Landscaping Committee Report – Julia Brzezinska

Spring cleanup has begun. Street sweeping was done on April 14. Weekly litter cleanup is being done by Eastern View. Planting of pansies, which is included in the contract, around the clubhouse and the entranceway will be done shortly. Edging of shrub beds and trees began on April 16. Old mulch will be removed and new mulch will be added to the shrub beds on Logging Trail Road, Silversmith Drive, Revere Road and Hancock Drive beginning on April 16 and will continue until completed. The remaining villages are scheduled to receive additional new mulch.

On April 28 (weather permitting), Lawn Doctor will apply fertilizer with crabgrass control to all turf areas. The majority of the application will be granular with liquid to be used on small areas and slopes.

Winter tree pruning is completed. The first of two applications of deer repellent on arborvitae was completed. The replacement tree in the entranceway is scheduled to be planted in late May/early June. The Landscaping Committee is working with Matt Flanagan of Bartlett Tree experts concerning the evergreen reduction experiment. Once all information is gathered, the Landscaping Committee will be making a recommendation to the Board.

Maintenance Committee Report – George Torro

The Maintenance Committee has begun their spring walk around looking for areas throughout the complex that need possible repair or replacement and will report their findings to the Board once they have inspected the entire community.

Roads Committee Report- Stan Kishner

The Roads Committee met with Howland Engineering on April 1. The engineer is in the process of finalizing specifications for road replacement, driveway replacement and drains. The engineer is about three months late in getting these specifications completed. Once the specifications have been received hopefully by the end of April, a pre-bid meeting will be scheduled so that a bid package can be completed and sent out right away. 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 asked REI to review the two proposals that were received from engineers to evaluate the decks. It was noted there was a significant difference in the amount of the two proposals and REI was asked to determine why.

Steve Griffing stated the head of the Roof Committee, Deck Committee and the Roads Committee will meet and will discuss possibly consolidating any inspections that may need to be done.

Roof Committee – report provided by George Holland and summarized by Steve Griffing

The Roof Committee interviewed a number of roofing contractors, roofing engineers, roofing consultants and home inspectors. The Committee confirmed the estimated 20 year life of a roof shingle is fairly accurate so the Reserve Plan to start replacing our roofs at the 20 year milestone is reasonable. The Committee received proposals to inspect a sampling of the roofs to see if they are aging as expected and will be discussing this further when they meet in May.

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 –

Proposals from Yankee Paint, D. B. Osborne and GMA Painting for building power washing, deck power washing, deck staining, handrail painting and guardrail staining were reviewed. Yankee Paint's proposal for this three-year contract was for \$174,477.00, D. B. Osborne's proposal was for \$241,328.00 and GMA Painting's proposal was for \$195,875.00. GMA Painting's price to paint handrails in the Summit and the Willows was lower than the other two contractors. Mike Palica made a motion to approve Yankee Paint's proposal not to exceed \$159,857.00 which is Yankee's proposal of 174,477.00 minus their cost to paint the handrails and to have GMA Painting paint the handrails for \$10,660.00. Stan Kishner seconded the motion. All present voted in favor of the motion.

The Board reviewed a proposal from Nejame and Aquatic Technologies for a two-year contract for pool maintenance. REI stated they have worked with Aquatic Technologies at some of their other properties and have been happy with their services. Aquatic Technologies includes the chemicals where Nejame charges extra for chemicals. Mike Palica made a motion to hire Aquatic Technologies to maintain the pool. Jake McGuigan seconded the motion. All present voted in favor of the motion. REI will inform the contractor and put together the contract.

REI informed the Board that the City of Danbury now requires depth markers to be around the pool. The Board reviewed a proposal from Aquatic Technologies to install ceramic depth markers for \$1,074.00 and a proposal from Nejame to install depth markers for \$3,450.00. Jake McGuigan made a motion to approve the proposal from Aquatic Technologies. Mike Palica seconded the motion. All present voted in favor of the motion. There are different options regarding how the tiles can read (example: a tile that says 5 FT versus a tile that says 5 FEET DEEP). Jake McGuigan volunteered to research which markers will look the best and let REI know so the tiles can be ordered and installed. REI will inform the contractor.

The Board reviewed three proposals for preventative maintenance on the fitness center gym equipment. Kim Murray provided the Board with references and stated Jason Valdivieso from Just Call Jason came highly recommended from many of his current customers. It was stated that repairs are needed on one of the treadmills and new pedals are needed on both of the bikes. These repairs will be done and the other equipment will have preventative maintenance done on them at the same time. Mike Palica made a motion to put together a one-year contract with Just Call Jason beginning in January which will include two maintenance service calls. Siubhan seconded the motion. With the exception of Jake McGuigan, who was opposed to this motion, the remainder of the Board voted in favor of this motion. REI will put together the contract with Jason Valdivieso (Just Call Jason).

The current policies were reviewed by the Board which includes the Birdfeeder Policy, the Extermination Policy and the Flag Display Policy. The Board asked REI to revise the Extermination Policy by including information on what the policy is if there are bats in a

Birches unit. REI will revise this policy and the Board will review the policy again at the May Board meeting. Once these changes are approved, REI will add a section behind the Rules & Regulations titled Policies which will include all Sterling Wood's policies. The policies will also be added to the Association's website.

The Board reviewed an e-mail from a Unit Owner on Pinnacle Way who suggests that the speed bumps be lowered and blended with the road to prevent damage to cars. The Board stated some of the speed bumps were previously lowered and none are higher than the standard height that speed bumps should be. REI will inform the Unit Owner that the speed bumps will not be lowered at this time.

The Board reviewed an e-mail from a Unit Owner on Heartwood Lane stating at times she has observed when residents put their recycling out in the blue recycling bins that have no lids, the wind blows some of the recycling out of the bin and litter ends up on the lawns or in the street. Unit Owners will be informed in the newsletter to be aware that this occurs and they will be asked to put the heavier recycling items on top of the bin to avoid the lighter items from blowing out of the bin.

REI will schedule a meeting with the snow vendor in the summer to discuss the past season and the current contract.

REI will remind Unit Owners in the April newsletter that dumpster day is on Saturday, May 16th.

REI will schedule the maintenance to be done on the HVAC system in the clubhouse.

REI will put in a work order to add dunks in areas of standing water for treatment of mosquitoes.

REI will have the fire extinguishers in the clubhouse inspected.

REI will turn on the irrigation system in the entranceway and at the clubhouse in the near future.

REI will contact our new cleaning vendor and ask them to schedule the carpets and windows to be cleaned in the clubhouse.

REI will have the pool opened, turn on the pool phone, put out the pool furniture, ask the cleaning vendor to clean two times per week after Memorial Day and put together the maintenance log for daily water testing.

At 8:50 PM, Valerie Dawson made a motion to adjourn the meeting. Siubhan Fallon seconded the motion. All present voted in favor of the motion.