

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
April 16th, 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); Peter Zane (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 –

Phil Edelstein, owner 110 Logging Trail, requested to speak in regards to passage of Amendment 41 to the Master Declaration. Mr. Edelstein, a resident for eleven years, opened his remarks by expressing his gratitude for the selfless dedication the board members provide to the community without remuneration. Mr. Edelstein expressed his support of Amendment 41 which is intended to close any perceived loop holes with regards to what owners can and cannot do outside of their units in the Birches Village. Allowing Birches owners to modify the exterior appearance of their unit, without consideration for their neighbors, would severely impact the beauty and value that the Birches Villagers have enjoyed all these years. In closing, Mr. Edelstein urged all residents in Sterling Woods II to vote in support of this amendment.

Ratification of the minutes –

Mike Palica made a motion to ratify the minutes from the March 26th, 2008 Master Board Meeting. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – George Holland

George Holland reported that the early months of the year are generally good in terms of cash flow and that 2008 would not be an exception to that trend. Spending will increase as the year progresses and good weather allows us to complete landscaping and construction projects. The association has year to date net operating income of \$73.4k. That is largely driven by pre-paid common fees of approximately \$28.4k. Also, significant insurance proceeds have been received by the association but the related repair expenses have not been disbursed at this time. By year end, the year to date net income will most likely be eliminated.

The reserves account has year to date income of \$39.7k - from reserve transfers, capital contribution and interest - with expenses of income taxes at \$4.7k and garage door replacements of \$6.8k for net income of \$28.1k.

The Balance Sheet shows Total Assets of \$1.53M with the Reserve Fund balance at \$1.33M

With regard to resales, activity has been better the last few months when compared with the prior six months. In March there were two sales in the Oaks. Year to date there have been seven. There were only seven resales during the last six months of 2007.

The Treasurers Committee has begun the review process with the firm retained to conduct the new capital reserve study. There will be a complete review of property elements that are to be maintained and replaced by the association. The age of the property is considered, the condition of the elements is assessed, and the remaining useful life is approximated. Taking inflation into consideration, future replacement costs are estimated. The end product is a recommendation with regards to what the association should be saving on an annual basis. George mentioned that the good news is that the association has a considerable head start in terms of building capital reserves. On the other hand, George expressed concern that due to the early failures of property components there may be a need to increase annual contributions to the reserves. George mentioned the paving, garage doors, and cement elements (walks and patios) as examples of items that are failing earlier than one would have normally planned for.

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

Carole Torro submitted a written report to the Master Board which was included as part of the monthly status package.

A concern was expressed with regards to grub control. Art Stueck commented that grub control was part of the annual lawn weed/feed program.

A concern was expressed with the most recent fertilization application. Joe Wielock wanted to make certain that the fronts of Revere were treated.

Peter Zane asked when would spring clean up be completed? Art replied that by contract spring clean up was to be completed by 4/30/2008.

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

Stan Kishner submitted a written report to the Master Board which was included in the monthly status package (dated 3/30). In addition, Stan K. brought to the meeting an additional report dated 4/15/2008.

With regards to paving, REI has been asked to obtain quotes for (1) spot repairs around the community, (2) tar sealing of the main entrance, (3) replacement paving of the main entrance and (4) replacement paving for the Nabby Road access road into SW2. Certain driveways will also need major repairs.

Stan also asked that someone be identified from the Oaks that would be willing to serve on the maintenance committee. REI and Peter Zane offered to solicit candidates.

With regards to concrete work, the committee has recommended replacements of certain walkways, rear patios and a number of front steps that are not up to code. Stan provided REI with a detailed list of their observations for use in obtaining prices from A&R (vendor used the last couple of years for concrete repairs and replacements).

REI will also complete the skim coat repairs to front patios in the 2000 building on Hancock.

After researching and discussing wood staining products, the committee reached a decision with regards to what product will be used on all decks throughout Sterling Woods II. They have selected Sherwin Williams's cordovan semi-transparent latex stain.

Management Report –

REI to examine winter damage repairs with Hoffman Landscapes to make certain repairs are complete and satisfactory.

REI to follow up on lamp post repairs in the Oaks from snow removal damage – one pole was knocked down and one was damaged at the base.

REI to follow up on detention basin renovations that are required in the rear of the Oaks. The contract was awarded to the low bidder, Hoffman Landscaping, in the amount of \$8,745. This work will be scheduled for the summer and will be overseen by the association engineer.

REI to proceed with establishing a program to replace toilet water feed lines with a metal braided product which was suggested by the associations' plumber and the City of Danbury Building Department. The association will bear this cost. REI will visit all units and either replace the metal tubing or confirm that the owner has already done so. In order to lower costs, REI will set up group appointments of approximately ten at a time. We will set these appointments up for weekdays, weeknights and Saturdays to accommodate the various schedules of residents. The toilet water line must be shut off, the tank drained and then the water feed line is replaced.

The Master Board reviewed quotes received for clubhouse cleaning. Based on performance over the years, REI suggested that the incumbent be retained although they were not the lowest bidder. The Board agreed that based on the quality of their performance they should again be awarded the contract. REI will proceed with formal execution of the contract. There will be an increase in the clean up fee for clubhouse rentals from \$85 to \$95.

The proposed change to the governing documents, Amendment 41, has been approved by the Birches Village Unit Owners. This change requires an 80% approval vote from both the Birches Village (already attained) and the greater SWII community. This amendment closes a possible loop hole that only exists in the Birches. There has been a recent debate with regards to what the association controls outside of a Birches unit. Amendment 41 will close this loop hole and firmly place discretion for exterior modifications with the Master Board. This will protect residents from possible irrational acts of a Birches unit owner. It will also reduce the likelihood of litigation with regards to the interpretation of what owners can or cannot do without board approval.

The association will now move forward with obtaining support of this measure from the entire community. The Master Board hopes that all members will support this measure for the reasons stated above.

REI to follow up on storm drain cleaning project. The Oaks will be completed first.

REI to follow up on pool attendant hiring. An advertisement was run in the Danbury News-Times.

REI to follow up on the pool opening – goal is Memorial Day weekend.

REI to follow up on dumpster day which has been scheduled for 5/17.

REI to follow up with Yankee Gas in regards to pipe painting.

REI to follow up rear slider post repairs project in the Birches.

REI to follow up on an examination for a drainage problem behind the 3000/4000/5000 buildings in the Oaks.

REI to follow up on electricians concerns with regards to lights in street lamps.

REI to follow up on clubhouse irrigation start up which has been scheduled for 5/5.

REI to follow up on the fire extinguisher check up in the clubhouse that has been scheduled for the end of May.

New Business –

Tom DuCharme proposed a rule change. Section 6, 6.7 Vehicle Operators does not allow residents to drive on association property when they have been issued a drivers permit. This unintended exclusion will be corrected. This proposed change will be posted at the clubhouse and placed on the website. Notice and comment will be provided for in the next newsletter and at the May Master Board meeting.

Tom DuCharme mentioned that there will be a Birches Village meeting on 4/23/2008 at 7:00 PM in the clubhouse.

Peter Zane made a motion to adjourn the meeting at 9:00PM. Mike Palica seconded the motion. All present voted in favor of the motion.