

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
April 18, 2007**

Tom DuCharme called the meeting to order at 7:32 PM.

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

Request of owner(s) to speak – there were none.

Ratification of the minutes –

Yale Cooke made a motion to ratify the minutes from the March 21, 2007 Master Board Meeting. Joe Wielock seconded the motion. Without objection, the meeting minutes from the March 21, 2007 Master Board Meeting was approved.

Treasurer's Report –

George Holland reported that year-to-date net operating income is \$81,480. Income remains over budget as many unit owners pre-pay their common fees for some number of months and even as much as a year. There were no significant expenses in the month and maintenance and repair costs slowed down. Costs will soon pick up as major projects begin – such as rail restoration in the Oaks and the deck pressure washing and staining project in the Oaks and Elms – and as the new landscaping contract begins.

With regards to reserves, year-to-date net income is \$31,113. Income taxes for 2006, in the amount of \$3,285, were paid in March. Association assets are now approximately \$1.45M.

With regard to re-sales, the market remains slow - there were only two resale certificates issued in February and one in March.

Tom DuCharme thanked George for his continued efforts in monitoring the associations' financial health.

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

Carole Torro reported on the following.

Meetings are attended weekly by Carmine Istvan (Eastern View owner) and Billy his on site supervisor, REI and the Landscaping Committee

Edging has been completed.

Leaf cleanup - the majority of beds are completed. Some areas had to be cleared twice due to windy weather, and will continue to be monitored.

Mulching will begin on 4/13 and will take about a week to complete. Old mulch will be cleared before new mulch is applied.

The amount of tree mulch will be minimal to preserve its health. A dark brown, high grade mulch will be used which lasts longer and keeps its color.

A plan for turf repair will be discussed at next week's meeting and a Gant chart will be provided at this time.

As the weather gets warmer and new growth appears, the Landscape Committee will do a walk around to address plant replacement and any other landscape issues.

TruGreen meets monthly with REI and Landscape Committee. An application of granular fertilizer with pre-emergent crabgrass and broadleaf weed control is scheduled for Thursday 4/19. To eliminate concerns of the granular product on walkways, a liquid material will be applied on small patches of turf in the immediate front of units. TruGreen has made available product labels and information guides.

Meetings are attended monthly by Matt Flanagan of Bartlett Tree Service, REI and the Landscape Committee.

Treatment to the Birches (10 -15 trees) located at front of units throughout the complex will be applied the week of 4/16.

First application to suppress disease for crabapples and purple leaf plumbs will be early spring.

A decision on the size and price of tree replacement for Silversmith is needed. Matt will supply us with the difference in caliper and related prices. This includes labor for removal and replacement.

Carole expressed concern with regard to owners directing the landscape crew members and making modifications to the landscaping without following proper protocol. REI will cover these topics in the monthly newsletter.

Tom DuCharme raised a concern and asked that the committee evaluate the size of the mulch circles that our being ever expanded, due to edging, around mailbox posts, trees and beds. A standard dimension, perhaps one to two feet for trees and posts, should be decided upon and restoration of lawn areas should be implemented where appropriate.

Tom DuCharme thanked Carole and all the committee members for their hard work and diligence.

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

Ed Kowalczyk reported on behalf of the committee.

Road and driveway sealing is being evaluated.

The speed bump should be extended all the way across the road where Silversmith, Pinnacle and Cypress intersect.

Stoops are being evaluated – many are scalding. They need repairs and sealing – this will be looked at with A and R (the selected cement repair vendor from 2006) when the committee reviews the entire site with them. This inspection will cover all cement areas – walks, front steps, and rear patios.

Garage doors need evaluating – some need painting, some are rotting. REI will continue to address rot and replacement on a case by case basis.

Roads need to be evaluated with regard to crack sealing. REI will speak with JD Paving in this regard.

Ed provided a list and pictures of damage done to the grounds by Executive Landscaping this past winter. REI will consolidate this list with their own and others provided. If Executive is to handle all repairs, such as cement and asphalt curbing, then they will be held accountable for the quality of the work. REI will work with Executive to address all open issues – including but not limited to - damage to lawns, curbs, signage and lights. It was noted that there was an oil spill on Silversmith that damaged the road and lawn. It was not addressed satisfactorily – additional clean up and sealing of the road is to be demanded. The Board encouraged REI to expedite the process since Executive seems to be slow to address our concerns.

The road curbing that leads to the water tower was damaged too. This is city property and we will report this to them.

It was recommended that the Summit be pressure washed this year as it has not been done since 2001. Last years vendor has agreed to hold his per unit pricing from the 2006 contract. Yale Cooke made a motion to approve this project. Peter Zane seconded the

motion. All present voted in favor of the motion. REI will proceed with contract execution.

Tom DuCharme thanked Ed for his report and for the efforts of the committee.

Management Report –

The water main shut off has been repaired at 1505 Bradford.

REI to follow up on the annual financial audit. It is due for completion by the end of May.

REI to have irrigation turned on at the clubhouse.

REI to follow up on trash containers for May 19th.

REI will continue the process of having the pool open in time for Memorial Day Weekend. We are still looking for an adult resident to serve as the pool attendant. Patio chairs will be put out and their condition evaluated.

REI will review the paving repair proposal that was recently received from JD Paving. We will provide this to the Maintenance Committee as well.

The clubhouse HVAC system was given a spring tune up.

Power washing and deck staining in the Elms and Oaks will be monitored – the work is to begin in late April and be completed by the end of May weather permitting.

REI will proceed in implementing the strut installation in the Birches. Bethel Overhead Doors will handle the project. 90 struts will be purchased from GADCO for \$16 per strut. Bethel OH Door will install them at all Birch units as needed. They will make certain that all doors have at least 3 struts. They will charge \$75 per door. We will inform owners they have 60 days to accommodate Bethel Overhead Doors or the association will hold them responsible for any damage to the door due to non-installation. We will also pass along to owners that Bethel OH Door will replace two springs for an additional \$130 that the owner will have to pay if they so desire.

REI will follow up on the drainage project in the Birches.

New Business -

George Holland gave an update on the association web site being developed by Georgeann Kishner. It is almost ready to go live. A discussion took place with regard to the posting of the minutes and providing a contractor referral list. The board decided that

it was acceptable that the open session minutes be available to all viewers of the web-site, not just owners, but that a contractors' referral list should not be provided.

Tom DuCharme thanked George and Georgeann for their excellent work and hard effort in this regard.

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.