

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
April 22<sup>nd</sup>, 2009**

**Call to order and establish a quorum** – George Holland called the meeting to order at 7:35 PM. Present were George Holland, President (President of the Summit); Steve Andrewson (via computer), Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples); Peter Zane (President of the Oaks) and Mike Palica (President of the Elms).

**Request of owner(s) to speak –**

Carole Torro asked the board to consider a pet fee. Pet owners, certainly not all, are not cleaning up after their pets. This is both unsightly and unhealthy. It is also causing damage to lawn areas. Carole also suggested that those residents that use the over-flow parking be charged an extra fee.

Gary Kurpiewski, father of a resident and the contractor that handled insurance claim repairs in his daughter's unit, asked for board consideration with regard to a payment dispute related to said insurance claim and work. The board indicated that they were in receipt of the Kurpiewski's attorney letter and they would be reviewing the matter and replying shortly.

**Ratification of the minutes –**

Joe Wielock made a motion to ratify the minutes from the March 18<sup>th</sup>, 2008 Master Board Meeting Open Session. Peter Zane seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

The Association had operating income of \$104,179 in March. There were a couple of large expenses in March: a \$18.1K payment for water/sewer bills and a \$33.4K payment to Hoffman Landscaping for snow removal services. Total expenses and reserve transfers were \$101,909 and, as a result, we had an operating gain of \$2.3K. Year to date, we have a net operating gain of \$51.7K.

Reserves are up by \$33.6K on the year and total assets are \$1.6M. This gain will be more than wiped out by year end as the garage door replacement program has been accelerated.

There were two resale certificates recently issued – one in February and March. Prior to that, there was no activity since October 2008.

The annual audit has been completed.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

### **Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee**

Carole summarized the written report which was submitted to the board and enclosed in the meeting status package. Highlights of the report include...

Mulch installation is underway, pansies have been planted, street sweeping will take place shortly, pool planters have been purchased, the first lawn treatment has been performed, the vine removal project has been completed, maples in the 80/20 zone have been treated and tree pruning has been performed.

The grass on the entrance island remains problematic. Solutions are currently under evaluation.

Shrubs and grass will be evaluated shortly for replacements and repairs as needed.

George Holland asked the committee for feedback on what can be done to dress up the unsightly island at the intersection of Nabby Road and the main entrance.

George thanked Carole for her report and the entire committee for their continued efforts.

### **Maintenance Committee Report – Ed Kowalczyk, Chairman of the Maintenance Committee**

The MC has reviewed bids for concrete replacements (patios and sidewalks). The committee is recommending that the bid from Complete Excavation be approved in the amount of \$16,585. This proposal includes an improvement to the old specification. They will be using rebar as opposed to wire mesh to reinforce the concrete. The board approved of this recommendation.

Gutter guards will be installed on about 6,300 feet of existing roof line. The estimated cost is \$13,000. We will forgo cleaning all gutters in the fall which will save the association approximately \$15,000. Clogged gutters, without gutter guards, will be addressed on a case by case basis. Additional installation of gutter guards may be recommended in 2010.

REI was given the approval to proceed. Ed would like two questions answered – how are the guards secured to the gutters and what kind of guarantee will be provided?

Two recently replaced patios in the Oaks have shown signs of cracking. REI will inform the contractor, Kessman Farms, that they are to be replaced at the contractor's cost.

Open item from the March meeting - privacy panels have recently become a significant repair issue. Water is penetrating the wall behind the vinyl and rotting the wooded structure. These walls will be evaluated by Ed and REI to see if something can be done to prevent additional privacy walls from rotting.

A handyman has been hired on a part time basis to cut costs for certain repair/paint projects around the community. Thus far, this is working out very well. Numerous projects have been completed or are underway – sign/mailbox posts painted, protective shields installed on wooden post bases, mailbox posts straightened, interior of clubhouse has been spruced up and fire hydrants have been painted just to name a few.

Ed asked if REI could have materials costs itemized on repair bills. REI offered to evaluate and consider the request. He also asked to be advised of all interior leak damage before aesthetic repairs are started. It was decided that if extensive work is required, as opposed to minor touch up, he will be informed before the work is undertaken.

The pool coping maintenance proposal from Nejame and Sons will be reviewed.

All lower siding damage has been repaired. The landscaper has been informed that any damage observed moving forward, due to their negligence, will be repaired and billed back accordingly.

Work performed by “Do It Right” has developed some problems. They have not completed the work requested and they have not been paid in full. Complete Excavation will assist in some of the problem resolution.

George Holland thanked Ed and his committee members for their continued efforts.

### **Management Report –**

REI received a proposal from Sign A Rama to replace all village signs, including the ones recently installed that are splitting, and they will provide a three year warranty. Those being replaced due to splitting will be done for no charge. A total of 20 signs will be replaced for \$1,608. Eighteen existing signs will be replaced at no charge. The board approved of this proposal.

The paving project continues to progress. The engineer has provided a second draft of plans for road replacement for part of Silversmith. At this time, we will need to know

what else the Maintenance Committee would like us to include in the bid package. Possible issues are miscellaneous repairs, pot holes, crack filling, driveway issues, and seal coating. Goal is to have bids back in time for the June board meeting.

REI will continue to monitor water consumption at the clubhouse. A leak test will be conducted on the irrigation system when it is set up for summer operations.

REI will have the pool prepared early this year to make certain all issues with the Virginia Graham Baker Act (entrapment prevention) are addressed. While it will be prepared early, the pool will not open until Memorial Day Weekend. The plan is to leave the pool open until 9/13. If weather permits, the Board may consider extending that date at the last minute. We will ask Nejame and Sons if they can clean up the coping.

REI to follow up on the lease audit. We still await two more units to comply – they will now be issued fine hearing notices.

REI to follow up on the hiring of the pool attendant, Zach Zimmer. REI will also set up the water reading log as required by state health code.

REI's proposed language for a new pool sign was approved by the Board. The sign will be ordered as proposed. REI will review the existing rules to determine what if any modifications are necessary. REI will make sure that we follow through with any required board voting and owner notification to make all rules known and enforceable. REI has arranged for increased clubhouse cleanings with the opening of the pool.

REI to follow up on the dunk program (to reduce mosquito larvae in standing water).

REI to follow up with the cleaning vendor – they are to clean windows and carpets this spring.

REI to follow up on spring dumpster program – the scheduled date is 5/16.

REI will continue to monitor the garage door replacement project. The first phase has been completed. The second phase will begin in the fall and at that time all remaining garage doors will be replaced by the end of the year.

REI will continue to monitor the pressure washing and deck sealing projects that are taking place on Pinnacle and Cypress.

REI to follow up with the Bethel VNA/flu shot service. The board is requesting the date of 10/20 from 4:00 PM to 6:30 PM.

REI to follow up with Bouchard Construction – they are to seal coat the area where their equipment stained the visitor lot and address the driveway drainage concern in the Oaks.

REI to follow up on having the clubhouse fire extinguishers checked – plan was for May execution.

REI to follow up with Hoffman – the Board would like to renegotiate the rate per inch when the maximum limit is exceeded. In return the Board would extend the existing contract and reduce the refund for snowfall below the contract minimum. This was requested and we await a reply.

### **New Business –**

REI to review the matter of bird feeders and make a recommendation to the board with regard to possible rule changes. Many concerns have been expressed about the vermin that they attract. How many bird feeders should be allowed per unit? Where should they be located? Are they a health risk? Do they attract pests (undesired animals and bugs)? Should they be allowed seasonally? Should we require shell-less seeds only?

REI will respond to an owners request for a pool heater. The board is not prepared to approve of the equipment and ongoing operating expenses of this request.

REI informed the board of recent reports that one of the exercise room TV's is not working consistently. We will monitor this and inform the board if a replacement is necessary.

REI has received complaints of construction debris being dumped in the clubhouse trash containers. We will monitor this. If need be, the containers can be locked up.

REI to hold on proposed repairs to one of the treadmills until additional information is received from the repair mechanic and reviewed.

REI to have clubhouse garbage pails cleaned or replaced if necessary. We will have the cleaning company perform a thorough cleaning of the kitchen.

REI will respond to an owners request that sheltered locations be constructed to house trash containers after pick up. The board is not inclined to move forward with this proposed concept.

Joe Wielock made a motion to adjourn. Peter Zane seconded the motion. All present voted in favor of the motion.