

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
May 23, 2007**

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); 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 –

Renee Strazza 6003 Heartwood Lane asked to speak with regards to a summer social event here at Sterling Woods. This event will be coordinated by Renee, REI staff members, and other resident volunteers. Renee provided an outline of the concept. The date is Saturday 7/21 with a rain date of Saturday 7/28. It will be held from 7:00 PM to approximately 10:00 PM. We will utilize the clubhouse and the pool area. There will be food, music and beverages provided. There will be an advance sign up and fee of \$10 per person. REI will also assist in covering related costs. The pool will be closed a little early to allow for set up and guest arrival at 7:00 PM. Alcohol, beer and wine, will be served. As a result, only adults over the age of 21 will be allowed entry. The event will be for residents only. Resident singles will be allowed to bring one guest that is a non-resident.

REI will follow up with Hodge Insurance Agency to obtain an event liability rider.

The Board thanked Renee and REI for their ideas and efforts and found the plan to be acceptable. Efforts to bring this event together will continue and further reports will be given to the board at the June meeting.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the April 18, 2007 Master Board Meeting. Yale Cooke seconded the motion. Without objection, the meeting minutes from the April 18, 2007 Master Board Meeting was approved.

Treasurer's Report –

George Holland reported that year-to-date, through April 30, net operating income was \$129,604. There were no significant or unusual expenses in the month and maintenance and repair costs are stable. Costs will soon pick up as major projects are completed and paid for. These projects include rail restoration in the Oaks, the deck pressure washing and staining project in the Oaks and Elms, drainage in the Birches and building pressure washing in the Summit.

With regards to reserves, year-to-date net income is \$43,976. Income taxes for 2006, in the amount of \$3,285, were paid in March and that is the only expense out of the reserves year to date. Association assets are now approximately \$1.5M. Some of that is being driven by year to date operating profits that will dissipate.

George Holland explained that the association adopted a policy last year with regards to garage doors. When a wooden panel has rotted, we are replacing the entire door. The cost to repair one of four panels is about 1/3 of the cost of replacing all four panels with a complete new metal door. George made a motion that these garage door replacements be charged against the reserves as opposed to the operating budget. Peter Zane seconded the motion. All present voted in favor of the motion.

With regard to re-sales, the market remains slow. There were only two resale certificates issued in February, one in March and two in April. REI will correct the resale report – the last unit sold, 120 Silversmith, needs to have the model identified. It was mentioned that it was a Gray Oak – we will check and update the report.

Yale Cooke and 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 was not able to attend the meeting. A monthly summary of activity was included in the status package. Art Stueck reported on Carole's behalf.

Eastern View has provided a quote to install a planting screen for the equipment placed on Nabby Road by AT&T. AT&T provided the association \$1,000 towards this work. The net cost to the association will be \$1,700. Yale Cooke made a motion to approve of this work. George Holland seconded the motion. All present voted in favor of the motion. It was requested that the committee see to it that watering be done as needed to improve chances that all new plantings survive.

We have received a quote to replace dead and dying shrubs throughout the community. Some of the costs for these replacements will be deducted from funds held from Executive Landscaping. The total was in excess of \$11,000. There may be more but the committee wanted to see if some of the plants bounce back before replacing them. The Master Board requested that Eastern View re-submit the list with unit by unit details.

This will be sent electronically to speed the approval process. We all agree these plants should go in as soon as possible due to summer weather rapidly approaching.

George Holland asked that the committee give an update on plans for replacing dead, ailing or missing trees along the main boulevard. Dave Renna asked that all trees be looked at, by Bartlett, along Silversmith – some trees seem wilted.

The board also asked that the committee address a few issues with Eastern View – post cutting clumps of grass must be dispersed; the lawn should be cut to the tree line; and weekly cutting is required along Nabby Road. The board would like the grass repaired between the road and walk on Nabby Road. This cost will be charged against Executive.

Tom DuCharme introduced concerns with regard to the retention area which is located behind buildings 3000, 4000 and 5000 in the Oaks. Art Stueck explained what was observed and what actions the association would be taking. Eastern View has been asked to clean up the access road of debris and over growth. They have also been asked to cut the growth that is over the split rail fence at the top of the hill that leads down to the basin. Bartlett was given authorization to remove the fallen tree from the detention basin area. REI was given authorization to drop “dunks” to reduce mosquito populations in this and all areas/drains where we locate standing water. The associations engineer is also checking with the City of Danbury to see if there are any maintenance requirements on file. If yes, they will be followed. If no, the engineer will prescribe a maintenance plan. At the very least we anticipate dredging some of this area so it once again drains properly. On the other hand, this natural habitat will be preserved as best we can.

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

Stan reported that a walk through recently took place with A and R, our concrete vendor, and the Maintenance Committee. This walk through was to formulate a list of all cement repairs needed throughout the community. The list is extensive and includes owner reported complaints. It was noted that not everything can be addressed. Decisions will have to be made based on the level of concern and budgetary constraints.

Yale Cooke made a motion to proceed with six patio replacements in the Oaks and one in the Summit. These were priced out last year and the quote remains the same. REI will proceed with formal contract execution but we will first obtain greater detail with regards to specifications. The board also approved a walk/step repair at 116 Silversmith.

REI will proceed with sealing all front porches, except the 2000 building on Hancock, and steps throughout the entire community to prevent degradation of the cement. Our crew leader will consult with Ed Kowalczyk of the Maintenance Committee. Ed will assist with selecting the product to be used. The porches will be blown clear of debris before sealing. Owners will need to be notified and property cleared off the porch.

REI will follow up on having driveway edges repaired that were damaged this winter.

The Master Board approved the M and S quote for crack sealing and seal coating. This will be done after driveways are fixed.

The Master Board approved the JD Paving quote for pavement repairs.

Costs for the shared portion of Silversmith Drive, for both the paving and crack sealing projects, will be tabulated for billing Sterling Woods I.

REI will have the sinking pavement around the drain by 1001 Bradford repaired.

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

Management Report –

The Master Board instructed REI to give Executive until 6/1 to complete their efforts with regards to winter damage repair. After that date, REI will examine repairs and make a list of what is not done and what repairs are not acceptable. Then REI will work directly with our own vendors to correct. All costs will be deducted from the \$56,000 we are currently holding back from Executive.

Curb repairs were done by the same firm that Brickman used for the past six years but this years efforts were found to be unacceptable. They will be put in contact with Ed Kowalczyk of the Maintenance Committee for guidance.

REI will perform research on artillery fungus. It is impacting siding in certain areas around the community. We will be looking for ways to prevent it and address the markings observed on the siding in the Summit.

REI will update snow removal specs and email them to the Master Board for review before we begin the bidding process. Consideration needs to be given with regards to how damage will be handled and how long a vendor has to address it before the association can take over.

REI will continue to follow up with the City of Danbury with regards to curbs they damaged on the access road to the water tower.

Power washing at the Summit was not completely satisfactory. The vendor will be asked to return and address concerns before payment is made.

REI will follow up on the status of the annual audit.

REI will follow up on the pressure washing and staining of the decks. The Oaks are complete, the Elms are under way.

REI to follow up on the struts project in the Birches.

REI to follow up on the drainage project that is underway in the Birches. The Master Board approved the additional drainage work that is needed on the top of the hill behind Revere units that recently experienced a land slide.

New Business -

Tom DuCharme opened discussion with regard to residents or their guests having an accident while renting the clubhouse. This matter was reviewed by the associations' insurance agency and the associations' attorney. Atty. Leonard suggested changes be made to the rental policy to extend liability protection to the association. Joe Wielock made a motion that Atty. Leonard's language be added to the rental policy. REI will make this the first item in the rental policy and it will be in bold print. Further, we will place this language on the rental application form. REI will cover this matter in our monthly letter to the owners. This will cover the association requirement to give notice before changing rules/policy.

REI will write to the owner of 102 Silversmith, his request to add privacy fencing has been denied.

Yale Cooke made a motion to adjourn the meeting at 9:30 PM. Peter Zane seconded the motion. All present voted in favor of the motion.