

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – May 20, 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); 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).

Absent from the meeting was Mike Palica, Vice President (President of the Elms).

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 – Stan Kishner made a motion to accept the draft of the April 15, 2015 Open Session Meeting minutes. Jake McGuigan seconded the motion. Without objection, the meeting minutes from the April 15, 2015 Master Board Open Session were approved.

Treasurer’s Report – Stan Kishner

In April, the Association had \$130K in operating expenses. Income was \$120K for a monthly operating loss of \$10K. Expenses were dominated by our insurance premium, lawn and shrub maintenance and costs from snow removal. To date, we have an operating loss of \$80K. Once we have seen all the invoices for snow and ice related repairs, the Treasurer’s Committee will be able to recommend if a special assessment will be necessary. A Treasurer’s meeting is scheduled for May 27.

The reserve fund balance is \$1.8M. Total assets are \$1.95M. There were no resales in April.

Landscaping Committee Report – Julia Brzezinska

The following work has been completed: edging, mulch reduction in designated areas, new mulch added throughout the community and pansies were planted by the clubhouse and the entranceway. Mowing began on May 7th. In May, mowing will begin on Heartwood Lane. Reseeding work due to snow plow damage was completed on May 4. Eastern View will make additional lawn repairs the week of May 25. A shrub replacement list was put together and approved by the Board. Shrub replacement will begin by the week of June 8. The Landscaping Committee asked the Board to send out

an e-mail blast to Unit Owners asking them to water the re-seeded areas if they are able. Art Stueck stated he would send this e-mail blast out at no charge.

Lawn Doctor applied fertilizer with crabgrass control to all turf areas on May 5. Gypsum was applied to designated areas. Gypsum helps leach salt from lawn areas where the snow was piled.

A systemic soil injection for eleven Birch trees located at the front of units was applied on April 23. The first of four foliage fungicides were applied to 28 crabapple trees, 21 purple leaf plum trees and 48 Bradford pear trees.

Maintenance Committee Report – George Torro

The Maintenance Committee has completed their spring walk around. George Torro put together the list of suggested work to be done. This list was provided to the Board for review. REI will begin obtaining proposals for suggested work as necessary.

Roads Committee Report- Stan Kishner

The paving specifications were sent to eight paving contractors on April 30. The contractors were asked to return their bids for the paving work by May 18. On May 14, the engineer informed the Association he needed to make a few changes to the specifications. Revised specifications were sent to the contractors on May 21 and it was requested that they return their bid by June 1.

Roof Committee – George Holland

George Holland stated the estimated 20 year life of a roof shingle is fairly accurate. He stated the quality of the installation is critical. Inspections should be done along the way. Specifications will need to be written and an engineer will need to be hired. After interviewing a number of roofing contractors, roofing engineers, roofing consultants and home inspectors, the Roof Committee and Art Stueck are working with Tim Wentzell from Connecticut Property Engineering to put together a proposal for inspecting some of the roofs and developing a roof replacement bid spec.

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 –

The current policies were reviewed by the Board which includes the Birdfeeder Policy, the Extermination Policy and the Flag Display Policy. Changes were made to the Extermination Policy and 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 the 2015 Annual Water Quality Report from the Danbury Water Department. Unit Owners will be told in the newsletter to contact Kim Murray if they want a copy of this report and the report will be posted to the Association's website.

At 8:05 PM, Valerie Dawson made a motion to adjourn the meeting. Siubhan Fallon seconded the motion. All present voted in favor of the motion.