

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
May 20th, 2009**

Call to order and establish a quorum – George Holland called the meeting to order at 7:30 PM. Present were George Holland, President (President of the Summit); Steve Andrewson, 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 –

There were no requests.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the April 22nd, 2009 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 \$97,361 in April. Total expenses and reserve transfers were \$89,751. As a result, we had an operating gain of \$7.6K. Year to date, we have a net operating gain of \$59.3K.

Reserves are up by \$9.9K on the year and now total \$1.38M. 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 four resale certificates issued in the month of April.

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...

Mulching of all villages has been completed, spring flowers have been planted, street sweeping is complete, planters were purchased and placed at the pool, the lawn weed/feed program is well underway (those interested in specifics are welcome to visit the on site office), and various tree related projects are underway including replacements, cabling, fertilization and pruning.

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

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

Concrete repairs and replacements have been authorized but delayed due to all the rain. We anticipate this work beginning soon.

Power washing and staining of the decks is underway once again. It was paused due to high pollen levels.

The handyman program is working out very well.

The French door post repairs, in the Birches, have been completed.

The gutter guard installation program will begin shortly.

A discussion was held about the level of detail required on contractor invoices. A follow-up meeting will be held to work out the differing opinions.

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

Management Report –

REI to follow up with Kessman Farms. They have been instructed to replace two patios installed last year that have cracked.

Ed Kowalczyk and REI will evaluate what should be done to prevent additional rotting within privacy walls.

REI to follow up on the sign warranty work along with the sign replacement work.

REI to follow up on the entrance roadway paving bids.

REI to follow up with AT&T with regards to the damaged irrigation pipe that was discovered this spring.

REI to continue to follow up with regards to the one unit that has not complied with sending the association their lease copy.

REI to follow up on the mosquito dunk program.

REI to pend the garage door replacement project – it will start up again in the early fall.

REI to follow up on the Bethel VNA and the flu shot clinic. It will be held October 20th from 4:00 PM to 6:30 PM.

REI to follow up with Hoffman in regards to a lower rate per inch for snow amounts that exceed the contract limit of 55 inches for a season.

Proposed pool rule changes were discussed. Peter Zane made a motion to accept the rule changes. Mike Palica seconded the motion. All present voted in favor of the motion. REI will send out the pool rule and the proposed change to all owners for comment. They will be part of the monthly newsletter, posted to the website and posted at the clubhouse. After a thirty day owner review period, they will officially be in place and owners will be sent a revised page for insertion into their rule book.

Any discussion about regulating bird feeders was tabled until the next meeting.

New Business –

A suggestion from a unit owner about the type of speed bump to be installed when the entrance way is repaved was distributed to the Board for their review.

REI to contact the Social Events Committee – is there any interest in holding the summer pool party?

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