

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
May 21st, 2008**

Call to order and establish a quorum - 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); Peter Zane (President of the Oaks); Steve Andrewson, Vice President (President of the Willows); Mike Palica (President of the Elms) and Joseph Wielock, Secretary (President of the Maples).

Request of owner(s) to speak –

There were none.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the April 16th, 2008 Master Board Meeting. Peter Zane seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – George Holland

Through April 30, 2008 there have been no unusual expenses and the association has a year to date operating profit of \$91K. Insurance claim proceeds received, but repairs not paid out yet, coupled with pre-paid common fees (\$25K) are the major components of this profit. Backing out those issues, the operating budget is largely on track.

Year to date, reserves are up \$33K. The only major expense to date is garage door replacements of \$12.9K. The budget for garage doors is \$30k and the program is on hold as we anticipate achieving the budget allocation earlier than planned.

Assets are approximately \$1.5M.

There were three resales in April but sale prices are down year to year.

Tom DuCharme thanked George Holland and his fellow committee members for their efforts.

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

Carole Torro submitted a written report to the Master Board which was included as part of the monthly status package.

Soil samples were taken by TruGreen and the results were positive. Eastern View is performing spot lawn repairs and that is underway throughout the community. Bartlett will be removing and replanting seven trees along the main boulevard.

Peter Zane asked that Eastern View address lawn repair needs behind the 1000 building on Heartwood.

Tom DuCharme thanked Carole and her fellow committee members for their efforts on behalf of the community.

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

Stan Kishner submitted a written report to the Master Board which was included in the monthly status package (dated 4/26).

An inspection of all units within SW2 was conducted. A list of cement repair/replacement needs was compiled. REI will obtain proposals for the board to consider.

Garage door replacement has been put on hold as we have already met the 2008 budget allocation. The committee has requested that REI obtain proposals for repairs and maintenance measures in lieu of replacements. We will then compare repair vs. replacement costs and determine a course of action.

REI will meet with the associations engineer to discuss drainage concerns and their impact on paving. Following that, REI will obtain proposals to either seal coat or repave various roads and driveways throughout the community.

Other miscellaneous repair items covered in the report will be addressed by REI.

The Maintenance Committee is looking for a volunteer from the Oaks and the Maples.

Management Report –

REI to follow up on the lamp post replacement in the Oaks. The cost of this replacement will be paid for by Hoffman (the snow removal vendor).

REI to follow up on plumbing prices for replacing toilette feeds.

REI to analyze dumpster day program – there were numerous problems with the most recent event. The dumpsters were quickly over-filled, items were left on the ground around the containers and items were placed in or around the containers that should not have been. There was concern that outsiders and or contractors abused this service as well. REI will propose a better plan for managing this event as opposed to eliminating it.

REI to note – at this time the association will hold on painting the gas pipe lines. We will add this to our list of items to consider when compiling the 2009 budget draft.

REI to respond to Tatyana Morchan of 1905 Cypress Drive. The board reviewed her suggestion to further modify 6.7 of the vehicle rules but they are not inclined to require that both the driver in training and the accompanying guardian be SW2 residents.

REI to complete the rule adoption process of Section 6, 6.7 Vehicle Operators. Notice and comment was provided to all owners. REI will send out a new page for residents to incorporate into their current rules and regulations booklet.

REI to respond to Don Carboni, 102 Silversmith Drive. Due to budget constraints, the board has ruled out adding a heater to the pool.

REI to respond to Jim Palmer, 1904 Cypress Drive. The board has decided there will be no modifications to the current emergency response button.

REI to respond to Frank Cruise, 1006 Bradford Drive. The board will remind residents that speed limits are to be observed by all within the community. If dangerous driving persists, the board may consider adding speed bumps on the individual village streets.

REI to continue to follow up with the city in regards to the unsightly island across from the main entrance.

REI to follow up with Naresh Podila, 1504 Revere Road. Has a building permit been obtained for the basement renovations?

REI to note when making inspections – garbage bags can only be used for trash disposal if two garbage pails are out at the same time. If animals get into the bags, the appropriate resident will still be billed for any clean up costs.

REI to obtain a proposal to install plastic lattice on top of the pool arbor.

REI to respond to Shwethan Shetty, 1705 Cypress Drive. The board will not allow an exception to the satellite dish installation rules. It must go on the deck. Roof installations are not allowed.

REI to pend the drainage work (rear of 3000-5000 in the Oaks) that will be performed by Hoffman and observed by the associations' engineer. This work will be done in the summer once the area dries out.

REI to follow up on the Birches Village slider post repair project.

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