

**Sterling Woods II
Master Board Meeting – Open Session
June 15, 2016**

Draft of the Minutes

Call to order and establish a quorum – Mike Palica called the meeting to order at 7:30 PM. Present were Mike Palica, President (President of the Elms); Jake McGuigan, Vice President (President of the Summit); Valerie Dawson, Director (President of the Maples) and Bill Karten, Director (Oaks).

Absent from the meeting was Stan Kishner, Treasurer (President of the Birches) and Steve Griffing, Secretary (President of the Willows).

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 – Jake McGuigan made a motion to accept the draft of the May 18, 2016 Open Session Meeting Minutes. Bill Karten seconded the motion. Without objection, the meeting minutes from the May 18, 2016 Master Board Open Session were approved.

Treasurer’s Report – provided by Stan Kishner and read by Mike Palica

In May, the Association had \$91K in operating expenses. Income was \$125K for a monthly operating gain of \$34K. Expenses were dominated by lawn, shrub and tree maintenance and our insurance premium.

For the year-to-date, we have an operating gain of \$97K. Retained earnings from 2015 are \$50K.

Total assets are \$1.3M and the reserve fund balance is \$990K. Both of these amounts have decreased by about \$400K because of expenditures for road paving.

In May, two Beechnuts sold. One for \$280K and the other for \$275K.

Landscaping Committee Report – Julia Brzezinska

In July, mowing will start on Pinnacle Way. On June 14, shrub replacements began. A total of 85 shrubs are being replaced. The villages that had road paving work had dead shrubs removed but these shrubs will not be replaced until the fall. So far we have 36 shrubs that will be replaced in the fall. Continuing on a weekly basis is the policing of SWII for trash as well as cleaning or blowing away debris from the pool area.

Pruning of shrubs in SWII is scheduled for the end of June. If a homeowner does not want pruning of a shrub/s they should notify Kim who will put them on our “No Pruning List.”

The next scheduled date for a blanket application of fertilizer with crabgrass control to all turf areas is scheduled for July 5. In addition, broadleaf weed control will be sprayed as needed throughout SWII. Insect control, which was originally scheduled to be applied in a blanket application on May 24 was postponed until July 5 and grub control was applied earlier on May 24 instead of the originally scheduled date of July 5. Our fertilizer vendor made these changes primarily due to weather conditions that would affect the effectiveness of these applications.

On June 3, Nabby Road maintenance was completed, that is, cutting down vegetation encroaching on the side walk area. Throughout SWII, the summer pruning of maple trees was done. Summer pruning of ornamental trees is to be completed by the second week of June.

During the first full week of June, the last fungicide, which suppress various tree diseases, was sprayed on ornamental trees throughout SWII. The first of the two foliar treatments to designated spruces to suppress needle cast disease was done. The second treatment is scheduled to be completed the 3rd week of June.

In addition during the third week of June, the second monitor inspection of all ornamental trees and shrubs located at fronts and sides of units for insect and mite pests, diseases and cultural problems that could impact plant health was done.

Mid-June to mid-July is the time frame for pruning arborvitae and white pine trees.

Maintenance Committee Report –

The Maintenance Committee provided the Board with their list of suggested work to be done. REI will begin sending out bid requests for some of the work (for example: painting work and concrete repairs).

Roads Update

The second course of asphalt was put down on both the driveways and the road on Revere Road the week of June 13. The second course of asphalt will be put down on Bradford Drive the week of June 27. Kim Murray continues to update residents on these roads so they are aware of what work will be done and when. The Board discussed whether or not the paving contractor should seed behind the new curbing now or wait until September to add seed. The Board has decided to have the paving contractor seed behind the curbing these two roads in September as it is too hot now and the seed won't grow. REI will inform the paving contractor and Unit Owners in the upcoming newsletter.

Roof Committee Report –

The Board and George Holland are in the process of interviewing four contractors who submitted bids to replace the roof on the 1500 Bradford Drive building.

Decks Committee – Steve Griffing

There was no report given this month.

Pool Committee – Renee Strazza

There was no report given this month.

Solar Panel Committee –

- There was no report given this month.

Management Report – REI

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 Board reviewed an e-mail from Kevin Archer, Engineer from the Archer Engineering Company. Art Stueck informed the Board that there is a structural beam sticking up in the bedroom floor of 6004 Heartwood Lane. Kevin Archer was involved with a similar structural issue in Sterling Woods about five years ago. His e-mail states he charges \$750 for a typical inspection and report to determine where the load paths are in the house, what the problem is in the floor, what is causing the problem and start to plan out how it can be reasonably fixed, preliminary engineering design and preparation of a report. The e-mail also states if he has to write a final design and a construction drawing, there are additional charges. Jake McGuigan made a motion to approve Kevin Archer to inspect this Unit and report his findings for \$750.00. Bill Karten seconded the motion. All present voted in favor of the motion. REI will inform Kevin Archer and arrange for him to inspect 6004 Heartwood Lane.

The Board reviewed the suggested changes to Article VI, Section 6.3 of the Rules & Regulations (Limitation on Types of Vehicles) which was sent out for comment to Unit Owners on April 29. Jake McGuigan made a motion to approve the rule change. Bill Karten second the motion. All present voted in favor of the motion. REI will send the new rule page(s) to Unit Owners.

The Board reviewed a request from a Unit Owner asking them to consider placing benches around the complex. After discussing this request, the Board decided at this time benches will not be added throughout Sterling Woods.

Art Stueck contacted Mike Hoffman, our snow vendor, and asked him to evaluate both Heartwood Lane and Logging Trail Road and look for any damage to the curbing on these roads and to propose what he feels should be deducted from the final payment that is due to him.

The Board asked REI to check to see what it would cost to install a heater in the pool. REI will also check with other Property Managers at REI who manage communities with heaters in their pool.

Last month, Bill Karten stated some of the grass seed that A&J Paving planted on Heartwood Lane didn't take. Art Stueck has asked A&J Paving to return to Heartwood Lane to reseed the areas that didn't take. Joe Boa stated he would inspect Heartwood Lane and respond back to Art's request.

The Board asked REI to schedule another Flu Shot Clinic on Tuesday, September 27 from 5:00 p.m. – 6:30 p.m. REI will inform Unit Owners so they can hold the date. REI will also inform Bethel VNA.

The Board stated they would like to keep the pool open for one more week after Labor Day (pool will be closed on Monday, September 12) and to put the pool furniture away the following week (pool furniture will be put away on September 19). REI will inform the pool vendor and Unit Owners.

REI will schedule the annual clubhouse alarm test.

REI will change the batteries in the smoke detectors in the clubhouse.

Mike Palica mentioned that the Board will be looking into what the cost would be to replace the mailbox stations with lockable mailboxes in the near future.

The Board discussed the area behind the 1000 Heartwood Lane building. The Landscaping Committee will discuss with Eastern View adding seed behind this building. REI will also put in a stone swale behind 1006 Heartwood Lane.

At 8:30 PM, Valerie Dawson made a motion to adjourn the meeting. Bill Karten seconded the motion. All present voted in favor of the motion.