

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
June 17<sup>th</sup>, 2009**

**Call to order and establish a quorum** – George Holland called the meeting to order at 7:34 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); Peter Zane (President of the Oaks) and Mike Palica (President of the Elms).

Absent was Joseph Wielock, Secretary (President of the Maples). Jeremy Schaefer (Vice President of the Maples) attended on behalf of the village.

**Request of owner(s) to speak –**

There were no requests.

**Ratification of the minutes –**

Stan Kishner made a motion to ratify the minutes from the May 20<sup>th</sup>, 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 \$92.2K May. Total expenses and reserve transfers were \$68,683. Major expenses for the month were the contractual landscaping installment and payments made towards the building pressure washing and deck staining project. As a result, we had an operating gain of \$23.5K. Year to date, we have a net operating gain of \$82.8K.

Reserves are up by \$21.1K on the year and now total \$1.37M. 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 and we are planning major paving repairs and replacements.

There were three resale certificates issued in the month of April. REI to make one correction to the tracking spreadsheet – 1506 should be listed as a Beechnut.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

### **Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee**

Carole presented a written report which was submitted to the board and enclosed in the meeting status package. Highlights of the report include...

Turf repairs have been completed throughout the community, spring plant replacements are underway, pruning of ornamentals shrubs will begin shortly, lawn fertilization and weed control was applied to the lawns in May, ornamental beds have been treated to prevent grubs and other damaging insects, broadleaf weed control will be applied to the lawns in late June or July, trees have been treated to prevent pest and disease damage and tree replacements will take place shortly.

REI will provide the Master Board with spending to date, and planned for the future, in relation to the budget allowances.

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. REI will follow up on the selected vendor's insurance – we recently received a letter indicating their policy had been cancelled.

Power washing and staining of the decks is completed.

The gutter guard installation program will begin shortly.

REI will prepare a list of “to do’s” for the pool attendant to handle while on duty.

Ed will meet with Al Koretsky to discuss a new role on the MMC. Al will keep an eye on maintenance issues at the pool.

Eric, association handyman, is painting gas pipes on buildings and will paint the clubhouse kitchen.

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 but they have ignored our letters. We will write them and let them know if we do not have resolution to this matter in thirty days we will repair the patios and pursue them in small claims court. We will also see what we can do with the Better Business Bureau and/or other agencies that can assist us in resolving this matter.

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 and sign replacement work.

REI to follow up on the entrance roadway paving bids. We will now begin interviews – the lowest three bidders will be invited in.

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

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 20<sup>th</sup> 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. The board has accepted their offer to extend the contract for three more years and they will lower their per inch charge of \$4,800 to \$3,900. Peter Zane made a motion to accept this proposal. Stan Kishner seconded the motion. All present voted in favor of the motion.

The proposed pool rule changes have gone through the necessary process of notice and comment. Said rule changes are now officially in place. REI will send all owners rule book page inserts with said changes.

REI to follow up on summer adult social event held at the pool– date is planned for 8/14 with a rain date of 8/21. The Master Board approved of the proposed flyer as prepared. REI will send to all unit owners.

George Holland presented a position paper on bird feeders which included an opinion from our exterminator and a summary of pro's and con's as submitted by owners. After discussion, it was agreed that George would memorialize the discussion and propose some possible rules and policies for Master Board consideration at the next meeting.

REI to remind residents in the next newsletter – lock your car and unit doors, do not leave valuables in the car especially where they can be seen, be watchful of the neighborhood and report all incidents to both the police and property management.

**New Business –**

REI to follow up on clubhouse annual alarm system test and inspection.

REI to respond to Anna Zohn, 1704 Cypress Drive, the next time we need to replace a piece of exercise equipment, we will consider an elliptical machine.

REI to follow up the Diane Beal, 6003 Heartwood Drive, flooring claim due to slider leak damage.

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