

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
June 18th, 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 –

George Holland made a motion to ratify the minutes from the May 28th, 2008 Master Board Meeting. Peter Zane seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – George Holland

Through May 31, 2008 there have been no unusual expenses and the association has a year to date net income of \$69K. Insurance claim proceeds received, but repairs not paid out yet, coupled with pre-paid common fees remain the major components of this net surplus. We are accumulating cash for now. We did begin paying off deck pressure washing and staining bills. Other than that, there have been no large project costs. There will be some bigger expenses later in the fiscal year. General maintenance costs look good through the year to date.

Year to date, reserves are up \$44K. The only major expense to date is garage door replacements of \$16.7K. 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 May. The market remains active but sale prices are down year to year. Beechnuts are down from \$380k to \$308k. Fernwoods are down from \$478k to \$425k. REI to make a correction on the resale tracking sheet. There is a Birch unit listed as a Dogwood.

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.

A summary of activities includes – seasonal flowers have been planted and the number of areas dressed up has been expanded; lawn repairs throughout the community are complete (there will be a full aeration and over seeding in the fall as well); there was a mass planting around the community (missing and or dead plants addressed) – there will be a second round in the fall; pruning of shrubs should be completed by 6/30 weather permitting; lawn weed/feed was completed in May - next round will be in June or July; soil samples were positive throughout the community; suffering Bradford Pear trees have been water soaked and appear to be recovering (weak spring growth may have been caused by winter salt); pruning of pines and spruces to take place shortly; seven new trees planted along the entrance; and treatment for insects on shrubs was completed in June.

The committee and REI are also working to get the city to address the island that is neglected at the entrance to the community. REI will contact Dal-Tile about their delivery trucks coming up Nabby Road to turn around. They are not legally allowed to do that.

Eastern View will be asked to return to the area behind the 1000 building on Heartwood to perform additional lawn repairs.

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 was present and deferred to a review of follow ups that have been given to REI as a result of recent committee evaluations and findings.

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

Management Report –

With regard to the toilet feed-line replacement program, three major issues have caused the board to reconsider their earlier decision to handle this matter on behalf of all unit

owners. First, it was determined that for the association to handle this as a large group project a licensed plumber would be required. The need for a licensed plumber as opposed to a handyman significantly inflated the project cost to more than double the original estimate. It was deemed that this amount was too much to take from much needed existing capital reserves. Finally, none of the licensed plumbers contacted were willing to make night and weekend appointments thus making the project very inconvenient to working owners.

As a result, the board rescinded its decision to manage and fund this effort. This repair is strongly encouraged – failure to address could lead to damage to units, plumbing repair costs on an emergency basis (owners cost), significant cost impact on the associations insurance costs (everyone shares in that), and while the association will cover the insurance claim the \$1,000 deductible passes to the individual owner. Clearly, it is to everyone's benefit to make this voluntary repair. REI will prepare an extensive article for the monthly newsletter offering suggestions on how to address the repair.

REI to proceed on adding vinyl lattice as an arbor cover to partially block the sun at the pool. The cost was estimated at \$1,800.

REI to contact Yankee Painting and Restoration – they quoted \$1,540 to sand, prime and paint garage doors as listed by the MMC. What products were they proposing to use?

REI will forward the garage door repair/replacement quote from Brookfield Overhead Door to Stan Kishner.

REI to follow up with the engineer on developing paving and drainage specs for the entranceway. Then we will obtain bids for board review. Members of the board expressed concern that this project was falling way behind schedule. Art Stueck promised to accelerate the effort and have a spec ready by the July meeting.

REI to contact Kessman Farms – the board would like to award them the concrete replacement project again. The MMC would like to see sidewalk work dyed so the new color better matches the old color. Can that be done?

REI to follow up on bid requests for other cement repairs as per list provided by the MMC. They too will be sent to Stan Kishner as they are received.

REI to follow up on the installation of a pool safety device which eliminates the danger of someone getting trapped by suction onto underwater drains. The equipment has been installed but some electrical work must now also be completed.

The Master Board reviewed suggestions from REI for improving the success of dumpster days. The board agreed not to terminate the program. REI will educate owners of the new procedures when the service is offered again this fall.

George Holland mentioned that once again, the IRS is having problems matching up our tax payments to their records. George requested that REI speak with the association's CPA to find out what can be done to eliminate this problem.

REI mentioned that an owner on Cypress requested an overflow parking lot be considered in addition to the one on Bradford. The board denied the request at this time.

The Master Board made an annual review of who should receive information from the Community Association Institute. It was agreed it would be village presidents and committee chairs.

Recently, there have been issues reported from unit owners using the pool. Those complaints have included – parking on the street (and not in proper parking spaces), excessive number of guests (coupled with noise and rough behavior), and babies going into pools wearing diapers. As a result, the Master Board decided a request for expanding the amount of guests per unit has once again been denied. REI will cover this matter in the next newsletter.

It was requested that REI obtain information with regards to dog poop bag dispensers and waste collector devices for Master Board consideration as means to reduce the amount of dog waste not collected by dog owners.

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