

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
July 15<sup>th</sup>, 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) and Mike Palica (President of the Elms).

Absent was Peter Zane (President of the Oaks). Andrew Taylor (Treasurer of the Oaks) attended on behalf of the Oaks.

**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 June 17<sup>th</sup>, 2009 Master Board Meeting Open Session. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

The Association had operating income of \$100.7K in June. Total expenses and reserve transfers were \$117.4K. 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 loss of \$16.7K. Year to date, we have a net operating gain of \$66.1K.

Reserves are up by \$38.5K on the year and now total \$1.412M. 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 June.

Stan Kishner has developed a financial control form for REI to use to assist in tracking insurance claims. This will aid in making certain that REI, and therefore the association, collects and pays out the proper amounts with all future claims.

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...

Spring plant replacements are complete – 86 new plants were installed and 15 plants were relocated. Pruning of ornamental shrubs has been completed.

Irrigation opinions and proposals are being collected for consideration along the main entrance boulevard to prevent further loss of trees.

Thus far, 12 dead or dying trees have been replaced. Annual evergreen tree trimming has been completed.

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 of walks and rear patios have begun.

There are approximately 87 privacy walls that are not properly capped to prevent internal wood structural rot. Estimates will be obtained to replace the caps using either metal or Azek material.

The gutter guard installation program will begin shortly.

Four mailbox stations have been partially rebuilt using Azek materials.

Ed Kowalczyk requested that the Maintenance Committee and the Master Board meet to discuss repair policies and procedures. It was agreed this meeting would be held in August after the regularly scheduled board meeting.

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

### **Management Report –**

REI to follow up with the engineer with regards to concerns about how deep the paving firm should go when recycling the existing pavement for use as the new base. REI to check on references for US Pavement. REI to obtain new pricing from Bouchard Construction – their original bid was not based on spec requirements. REI to obtain tonnage information from the two low bidders – Bouchard Construction and US Pavement.

REI to follow up with Kessman Farms. He has agreed to replace two patios that he installed which have subsequently cracked (2003 and 1006 Heartwood).

REI will follow up on installation of new street signs that were ordered last month.

REI to follow up with AT&T regarding damage to the clubhouse irrigation system.

REI to keep in pend – in September, we will write owners to let them know that Brookfield Overhead Door will be replacing garage doors in October.

REI to keep in pend – the Bethel VNA will be providing a flu and pneumonia shot clinic on 10/20/2009 from 4:00 – 6:30 PM at the clubhouse.

REI to follow up on extending the Hoffman snow removal contract. They have offered to lower their rate per inch charge and SW2 has agreed to extend the term of the agreement.

All to note – the Summer Social is on for 8/14 (or 8/21 if we are rained out) at 7:00 PM at the pool.

### **Old/New Business –**

George Torro expressed concern with regards to a collapsed storm drain at the top of the Revere Road service road. REI will take immediate steps to make certain the area is cordoned off while bids are obtained to repair or replace the drain.

REI will include in the next newsletter – owners should check the age of their hot water heater and consider replacing them if they are over seven years old before they leak or burst and create an emergency situation and cause damage to their unit.

REI will write to Suzanne Fox, 1006 Bradford Drive, their request for solar lights in the front and rear of their unit with motion detection has been denied.

Bird feeders, related rules and possible rule and policy changes were discussed. George Holland presented his summary of the discussion from the June meeting which included five areas of agreement. The Board confirmed those agreements and added another one. In addition a policy concerning mice, exterminating services and bird feeders was developed. George will summarize all of the above prior to the next meeting for final review and communication to the community at large.

At 9:00 PM, Stan Kishner made a motion to adjourn. Joe Wielock seconded the motion. All present voted in favor of the motion.