

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
July 16<sup>th</sup>, 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 –**

Frank Cruise and Suzanne Fox, 1006 Bradford Drive, expressed concerns with regard to water quality at the pool and related health issues, behavior of children at the pool, children in the exercise room, landscaping concerns in the rear of their unit, and residents cutting through their yard to get to the pool/clubhouse. They also requested speed bumps on Bradford to slow down speeding drivers.

The Landscaping Committee offered to look at the landscaping issues and the Master Board indicated they would consider action plans for the pool concerns. Residents were encouraged to report any rules violations at the pool or exercise room.

A concern was also expressed that residents from SW1 are using the SW2 pool.

Ellie Evers, 1305 Bradford Drive, wanted information clarified with regards to the toilette water shut off. Assistance and information was provided at the meeting by REI and Board Members. Ms. Evers also asked about next years' common fees and a rumored significant increase. George Holland explained that it was premature for any discussion of a common fee increase although he indicated an increase is likely because of the inflationary pressures upon all of our vendors. The Treasurer's Committee is just beginning to evaluate the recently received capital reserve study and the 2008 performance for use in determining next years operating and reserve budgets.

Joan Abatamarco, 1202 Bradford Drive, mentioned concerns with water pressure being too high and the resulting water hammering. It was explained that tests had been undertaken to alleviate the water hammering in a unit and a building. To date, the success has not been great and no further action is currently planned. The Master Board remains concerned about this matter and will continue to evaluate problems as they arise and possible solutions.

**Ratification of the minutes –**

George Holland made a motion to ratify the minutes from the June 18th, 2008 Master Board Meeting. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

### **Treasurer's Report – George Holland**

Through June 30, 2008 the association has net income of \$75.4K. Insurance claim proceeds received, but repairs not paid out yet, coupled with pre-paid common fees remain the major components of this net surplus. There have been few large project costs. There will be some bigger expenses later in the fiscal year. General maintenance costs continue to look good.

Year to date, reserves are up \$56K. The only major expense to date is garage door replacements of \$17.5K and that program is about to start up again. Concrete repairs are now under way and expenses will be forthcoming in the near future. Tree work has been completed. Paving projects are currently out to bid and it is anticipated that work will be completed this fall.

Assets are approximately \$1.5M and reserves are approximately \$1.3M.

There have been no additional resale certificates issued since 6/6/2008.

A firm was contracted to perform a capital reserve study for major building components such as roofing, siding, decks and paving (there are 63 total items considered in the study). A reserve study assesses present condition, expected remaining life of the various building components and the eventual replacement timing and cost. The study is now complete and is under review by the Treasurer's Committee.

George discussed some of the highlights of the 90 page report. The report estimates that over 19 million dollars will be needed in the next 30 years and millions more shortly thereafter. A sizeable portion of this money will be needed to replace siding, windows, and slider doors in the 2035-40 timeframe. Although our reserve fund is substantial by most comparisons, if we continue to contribute approximately \$100k per year to the fund we will run out of reserve funds in the 2020 timeframe.

Over the next few months, the Treasurers Committee and the Master Board will be developing a proposal for consideration by the community during the annual budget process. Recommendations could include increases in the annual reserve contribution. The major issue will be how to deal with the major expenses in 2035-2040 period. Possible approaches include planning for an assessment or loan when we get closer to that date. Right now, all options are being considered.

A resident asked about the security of the associations \$1.3M in reserves. George Holland indicated that all reserves are in conservative risk free investment vehicles.

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 – pruning/trimming was completed in June (there will be a second round in September); mowing operations are being rotated from village to village so they do not end their day in the same village each week; we are compiling a list of plant replacements for the fall (this is the second and final round of this annual program); Merit inspect spray was applied to ornamental plants in all beds; a lawn treatment of post emergent crabgrass, nutsedge, and broad leaf weed control will take place in late July; a total of 141 trees have been pruned by Bartlett and trees were treated for insects, mites and diseases.

TruGreen, our lawn treatment specialist, has asked that lawns be watered three times a week unless it rains and that the watering takes place in the morning.

The issue of vines damaging trees in the woods was discussed. This year, some vine removal work was performed by Bartlett as part of the over all tree program. We are evaluating this matter now and it will be included in next years' ongoing tree maintenance programs.

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)**

The Committee recommended that “Do it Right” be hired to skim coat certain front porches on Hancock. They will also be contracted to complete cement caulking repairs in one village following successful repairs on Hancock. The Master Board approved that recommendation. REI will proceed with having that work executed. Other miscellaneous concrete repairs will remain on hold.

Concrete rear patio and front walk repairs are underway with Kessman Farms.

REI was assigned the responsibility of determining which garage doors should be replaced and which ones will be painted. REI will provide the Master Board and the MMC with a unit by unit plan and the related cost.

REI to check vinyl siding for mold and mildew on Bradford Drive and Cypress Drive and then arrange for pressure washing where needed.

The MMC is still considering what type of gutter guard to install and where to install it. The 1501-1506 building on Bradford Drive might be a good candidate.

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

### **Management Report –**

REI to follow up with the City of Danbury. What is their action plan for the island in the road opposite the main entrance?

Lawn repairs behind 1000 Heartwood were observed by Art Stueck and deemed to be insufficient. We will hold on those repairs for now as there will be additional lawn damage in the near future as there is another rear patio being replaced behind that building.

REI to follow up on paving repair bids. It is anticipated they will be ready for MMC and Master Board review in August.

REI to reply to Vince Delucia, 1702 Bradford Drive. The board is confident that the work taking place on Federal Road is not infringing on association property and will be taking no action at this time.

REI to review the billing to SW1. George Holland noted there appears to be an over-billing.

Anthony and Sheila Brzezinski, 126 Logging Trail, submitted deck expansion plans. Adjacent neighbors have reviewed and approved of the plans. Peter Zane made a motion to approve the request. Joe Wielock seconded the motion. All present voted in favor of the motion. REI will provide a written letter of authorization with the standard caveats and instructions.

REI to work on a proposal for board consideration to clarify existing trash removal rules. Some of the issues are number of containers per unit, size of containers, and use of plastic bags for putting out garbage.

The Master Board received a recent report that something was stolen from a Birches unit garage. The garage doors were left open and someone entered the garage. The board asks that all residents report any suspicious activities to the police and to be vigilant for your neighbors.

The Master Board discussed plantings by unit owners. The association will take care of what is planted, presuming it does not require out of the ordinary care. If an owner plants something and it dies the owner will be responsible for replacement. The Landscaping Committee will do it's best to sort through these matters as they arise.

The goal of obtaining over 80% affirmative votes with regards to Amendment 41 has been met. Ballots are still being collected and we are now approaching 100% support.

The Master Board approved additional repairs to 1904 Bradford. The basement still leaks in spite of all efforts made to date. Aladdin was awarded the work at a proposed cost of \$4,800.

REI offered to set up a flu shot clinic for the fall. The Master Board approved of this concept. REI will obtain specific details and report back to the board as soon as able. Recommended timing for this program is October.

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