

**Sterling Woods II  
Master Board Meeting – Open Session  
July 19, 2017**

**Draft of the Minutes**

**Call to order and establish a quorum** – Mike Palica called the meeting to order at 7:40 PM. Present were Mike Palica, President (Elms Representative); Stan Kishner, Treasurer (Birches Representative); Steve Griffing, Secretary (Willows Representative); Valerie Dawson, Director (Maples Representative); Mary Boylan, Director (Oaks Representative) and Andrew Bayer, Director (Summit Representative).

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** – Valerie Dawson made a motion to accept the draft of the June 21, 2017 Open Session Meeting Minutes. Steve Griffing seconded the motion. Without objection, the meeting minutes from the June 21, 2017 Master Board Open Session were approved.

**Treasurer’s Report – Stan Kishner**

In June, the Association had \$164K in operating expenses. Income was \$130K for a monthly operating loss of \$34K. Expenses were dominated by the monthly insurance premium, the quarterly water bill, deck staining and lawn and shrub maintenance. So far this year, general maintenance costs are \$15.5K below budget. To date, our total operating gain is \$51.5K.

Common charge delinquencies have been gradually increasing over the past few years and now exceed \$30K. The Board and our attorney are taking appropriate legal actions where necessary.

Retained earnings are \$138K. Total assets are \$1.1M and the reserve fund balance is \$720K. We have budgeted another \$313K from the reserve fund for repaving of Pinnacle and the Clubhouse parking lot this fall. Each month we transfer \$32.7K from the operating account into the reserve account.

In June, an Acorn sold for \$260K. We expect a Chestnut to sell for \$322K in July.

**Landscaping Committee Report – Julia Brzezinska**

See attached Landscaping Committee Report.

## **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 suggested changes to Article XI – Swimming Pool Area of the Rules & Regulations which was sent out for comment to Unit Owners on July 7, 2017. All comments received were reviewed. REI was asked to make one minor change to the suggested rules (remove part of the sentence where it says pool attendants are employees of Sterling Woods). With the change being made, Valerie Dawson made a motion to approve the suggested changes to the pool rules. Steve Griffing seconded the motion. All present voted in favor of the motion. REI will send the new rule page(s) to Unit Owners.

The Board reviewed three proposals for miscellaneous painting work. Stan Kishner made a motion to accept Yankee Paint's proposal for \$4,722.00 (lowest bidder). Andrew Bayer seconded the motion. All present voted in favor of the motion. REI will put together the contract and inform the vendor.

The Board reviewed a proposal from Bartlett Tree Experts to remove a declining white pine located on the side of 2006 Cypress and to grind the stump for \$372.22. Andrew Bayer made a motion to approve the proposal. Valerie Dawson seconded the proposal. All present voted in favor of the motion. REI will inform Bartlett.

The Board reviewed a proposal from Bartlett Tree Experts to install a tree in the cul-de-sac near 112-118 Logging Trail and to install another tree in the middle median near the entrance to Pinnacle Way. Andrew Bayer made a motion to table a decision regarding this proposal until the August Board meeting. Stan Kishner seconded the motion. All present agreed with the motion. REI will include this proposal in the August Board package and will provide the Board with spacing information regarding the trees in the median.

The Board reviewed a request from the Unit Owner of 1105 Cypress suggesting the Board purchase four or five dozen screen doors for the sliding glass doors to get a discount and to store them for when another Unit Owner may need to purchase one. The Board stated the screen sliding door is the Unit Owners responsibility and there would be nowhere to store extra doors. The Board asked REI to reach out to the Unit Owner and if he purchases the door he suggests and confirms the door is the right door for his slider, REI can include this information in the newsletter and on the website. REI will inform the Unit Owner.

The Board reviewed the amendment to the Comcast Agreement and it was noted that the amendment had Sterling Wood's clubhouse address as 17 Silversmith Drive. The correct address is 117 Silversmith Drive. REI will make this correction and initial the change on the amendment and ask Comcast to do the same.

The Board reviewed two proposals for caulking and concrete work. Steve Griffing made a motion to approve Bouchard Construction's bid for \$4,360, which was the lower bid, but requested REI confirm he will be using the right product for caulking minus the work at 111 Logging Trail. Stan Kishner seconded the motion. All present voted in favor of the motion. Art Stueck stated he will visit 111 Logging Trail to determine the scope of work that is needed at this unit.

The Board reviewed a request from the Unit Owner of 7005 Hancock Drive requesting permission to replace her sliding glass door with a door that has blinds in between the glass. Steve Griffing made a motion to approve the request as long as the outside of the sliding glass door looks the same as the others in the community. Stan Kishner seconded the motion. All present voted in favor of the motion. REI will inform the Unit Owner.

The Board reviewed a request from the Unit Owner of 1704 Pinnacle Way to install a radon system in her unit. Stan Kishner made a motion to approve this request as long as the pipe on the roof is the same color as other pipes/vents on the roof. Mary Boylan seconded the motion. All present voted in favor of the motion.

The Board asked REI to schedule a fall dumpster day on October 21, 2017. REI will inform Winter Brothers and let Unit Owners know so they can hold the date. More details will be sent to owners as we get closer to the date.

REI will have the filter changed on the HVAC system in August.

REI will ask the Association's CPA firm for an annual engagement letter for budgeting purposes (a review will be done in 2018).

REI will inform the News Times that Pinnacle Way is a part of Sterling Woods so they know they cannot deliver the ads to Pinnacle Way residents.

REI will remind Unit Owners in the upcoming newsletter that the speed limit in the community is 15 m.p.h.

REI will contact Fairfield County Sprinkler and set up a time for them to inspect the clubhouse sprinkler system in August.

The Association's insurance policy expires on 10/1/17. REI will reach out to multiple agents requesting that they submit bids for a new policy.

At 9:00 PM, Valerie Dawson made a motion to adjourn the meeting. Steve Griffing seconded the motion. All present voted in favor of the motion.

## **LANDSCAPE REPORT**

### **July 2017**

#### **EASTERN VIEW**

Mowing begins on Cypress Drive this month (July) and will begin on Hancock Drive in August. The Landscape Committee is compiling a list for the fall shrub replacements and reseeding work. Pruning of shrubs has been completed and the next pruning will take place the middle or end of September. If a homeowner does not want pruning of shrubs, they should notify Kim who will put them on our "No Pruning List." Continuing on a weekly basis is policing of SW for trash, which includes Nabby Rd.

#### **LAWN DOCTOR**

On July 11<sup>th</sup>, the third lawn application was applied, which is fertilizer in a blanket application with Acelepryn for grub control to all turf area, and liquid will be used on small areas and slopes. Also, broadleaf weed control was sprayed as needed and liquid post emergent of crabgrass was spot sprayed on or in between visits. The next scheduled lawn application will take place on August 15<sup>th</sup>, weather permitting, and is the same as lawn application #3 except for the grub control which was already applied. This information will be made available in the HOA newsletter.

#### **BARTLETT TREE**

Scheduled to be completed in July are the following services: summer pruning of designated maples, ornamentals (crabapples and purple plums), white pines and spruces, and arborvitae (trees around utility boxes and near some units). Also, the third of the four monitor visits to check for insects and or diseases of shrubs in front and sides of units and treat them is scheduled to be done. Upcoming work in August is the fourth monitor visit to check for pests and diseases of shrubs in fronts and sides of units and houses and treat them.

Submitted by: Julia Brzezinska