

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
July 18, 2007**

Tom DuCharme called the meeting to order at 7:30 PM. Present were Tom DuCharme, President (President of the Birches), Yale Cooke, Vice President (President of the Elms); George Holland, Treasurer (President of the Summit); Director Peter Zane (President of the Oaks); Joseph Wielock, Secretary (President of the Maples) and Director Steve Andrewson (President of the Willows).

Request of owner(s) to speak –

Jim Palmer, 1904 Cypress, expressed concern with regards to lack of over-sight during past and current projects around the community.

Frank Cruise, 1006 Bradford, expressed concern with a number of items including the process the association follows in rule violation warnings, pool operations this year, snow removal service during the last winter season, weeding around his unit, and damage to the turf around his unit by the pressure washing program vendor.

Ratification of the minutes –

Yale Cooke made a motion to ratify the minutes from the June 20th, 2007 Master Board Meeting. Joe Wielock seconded the motion. Without objection, the meeting minutes from the June 20th, 2007 Master Board Meeting was approved.

Treasurer's Report –

George Holland reported that net operating income is approximately \$95k through the mid-year point. In spite of that, George reminded everyone that we will need to be prudent with spending over the balance of the year as there are still some significant expenses to come. This year there will be more spent on roads, driveways, patios (front and rear), and walkways than originally was planned for. The current surplus is largely driven by the \$56k which has been held back from Executive Landscaping for poor snow removal services. We anticipate a settlement with them shortly and this will eliminate much of the surplus.

It is anticipated that we will have growth in the reserves account year to year. The association currently has an approximate \$1.5M in assets.

Resale activity remained steady in June with three sales noted. Prices are down about 5% to 10% year to year.

Bids to prepare and/or update the associations reserve study have been obtained from three firms. The Treasurer's Committee is evaluating those now and will report to the Master Board with a recommendation in the near future.

Tom DuCharme thanked George and his fellow committee members for their contribution in over-seeing the various aspects of the association's finances.

Landscaping Committee Report – Carole Torro (Chairwoman of the Landscaping Committee)

Having submitted a written update as a result of the past months activities, Carole Torro indicated she was available for questions from the Master Board.

The watering of grass seed along curb lines has been stopped due to lack of success. This will be evaluated again in the fall. For better results with turf management, in light of the fact that there is no irrigation in Sterling Woods II, TruGreen has recommended an additional fertilization this summer and lime in the fall. Yale Cooke made a motion to approve the additional fertilization. George Holland seconded the motion. All present voted in favor of the motion.

A number of trees, maples in particular, are suffering due to heat and lack of rain. Bartlett has been authorized to provide additional water bags and fill them as needed.

REI did attempt to clean off artillery fungus from the vinyl siding using Fantastic. Unfortunately, it did not work. Future consideration will be given to this problem – one suggestion is that mulch be completely removed and replenished with all new mulch. This would be done periodically and not annually.

Maintenance Committee Report – Stan Kishner (Chairman of the Maintenance Committee)

Ed Kowalczyk a Maintenance Committee Member, was present and spoke on the committees behalf. Ed mentioned that the rear cement patio project was underway and that three had been completed. Pictures of the work completed were provided to the Master Board.

Art Stueck reported that all front porches and walks have been sealed. Skim coat repairs will now follow.

Major paving repairs have been completed throughout the community by JD Paving.

M & S will now begin crack filling and tar sealing.

A & S has completed the drain in the rear of 1900 Revere. Repairs to the hillside will follow but we may need to wait until fall in order to get anything planted to grow. REI will have the landscaper evaluate and quote.

A & S has begun work on rear patios – seven will be done. They will also address a long punch-list of walk repairs throughout the community. We are awaiting a revised quote to replace certain cement curb areas on Pinnacle.

Management Report –

REI will follow up with the Playground Committee to see how they are progressing and to see if we can assist in anyway.

Art Stueck reported that the pool contractor was terminated for failure to properly maintain the pool. Nejame and Sons have been hired and, thus far, pool operations appear to be normal and consistent once again.

The board requested that the pool be closed on or shortly after 9/17.

The board evaluated the need for installing an outdoor shower. It was agreed that owners have been educated in this regard and that there are two locker rooms with showers already available inside the clubhouse. An exterior shower was going to cost approximately \$1,000 and that was without a tie in to a drain. The idea of an outside shower was tabled.

REI will inform residents of the Birches that they may park in the road while the driveway sealing work is being performed.

REI will let AT&T know that the association has a no soliciting policy and they will need to contact residents through other channels in order to market their services.

REI reported that there are approximately 90 residents expected for the summer social.

REI will finalize the snow specs, based on feedback provided by the Master Board, and begin obtaining quotes immediately.

REI will follow up on the strut installation program in the Birches. Thus far, feedback has been positive and a majority of the homes have been completed. REI sent out a survey to insure completion and satisfaction.

New Business -

Unit 102 Silversmith had two written requests for exterior modification of their home. REI will let them know that they must obtain the approval from their neighbor to the right of their unit. Also, window dimensions should be consistent with those in the Birches. All other standard requirements are to be followed as well – permit from the City of Danbury, contractor's license and contractors insurance certificate – and copied to the association in care of REI.

Unit 1904 Bradford requested approval to convert to a gas stove. The Board granted approval. REI will write the homeowner. All standard requirements are to be followed – permit from the City of Danbury, contractor's license and contractors' insurance certificate – and copied to the association in care of REI. If it turns out that any exterior work was required to make this conversion, the owner will be asked to bring this matter back to the board.

Unit 2002 Heartwood wrote requesting that consideration be given to change how homeowners' dispose of their trash. While no specific action will be taken at this time, the board appreciates the owners' feedback. REI will prepare a written response.

Unit 144 Logging Trail requested approval of renovations to their basement. The Board granted approval. REI will write the homeowner. All standard requirements are to be followed – permit from the City of Danbury, contractor's license and contractors' insurance certificate – and copied to the association in care of REI.

Unit 122 Logging Trail requested approval for a deck extension. The Board granted approval. REI will write the homeowner. All standard requirements are to be followed – permit from the City of Danbury, contractor's license and contractors' insurance certificate – and copied to the association in care of REI.

George Holland offered to work with REI to update a list of Birches deck extensions approved to date. This list was originally created in 2005 and there have been new extensions approved since that time. When decks are pressure washed and stained by the association, owners with extensions are billed for part of the cost. The Birches will be scheduled for this maintenance in 2008.

George Holland made a motion to adjourn the meeting at 9:05 PM. Yale Cooke seconded the motion. All present voted in favor of the motion.