

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
August 15, 2007**

Tom DuCharme called the meeting to order at 7:36 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); and Director Dave Renna (Vice President of the Willows). Absent was Joseph Wielock, Secretary (President of the Maples).

**Request of owner(s) to speak** – there were none for this meeting.

**Ratification of the minutes** –

George Holland made a motion to ratify the minutes from the July 18th, 2007 Master Board Meeting. Yale Cooke seconded the motion. Without objection, the meeting minutes from the July 18th, 2007 Master Board Meeting was approved.

**Treasurer's Report** –

George Holland reported that the association is beginning to spend down the year to date net income as was forecasted. Net operating income is approximately \$68k through July 31. In July, we had a net operating loss of \$26.8k. 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. In addition we have already expended \$74k of the \$115k annual general maintenance budget.

It is anticipated that we will have growth in the reserves account, year to year, of about \$100k even though we are now replacing certain garage doors which was not planned for - nearly \$12k has been spent in this regard year to date.

The association currently has an approximate \$1.5M in assets.

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

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

Carole Torro was not able to attend the meeting, however, a written update with regards to the past months activities, was submitted to the Master Board for review. Committee Member Al Ritter was in attendance and fielded board comments and questions.

George Holland asked that Al Ritter obtain clarification about a comment made in the report with regard to Eastern View expressing concern about the condition of evergreens.

All incumbent vendors (grounds maintenance, weed/feed and trees) have been asked to review specs for 2008 and provide a budget forecast for same.

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

Stan Kishner's monthly committee report was included in the monthly board status package.

Gutter cleaning was discussed. There was expressed concern with the quality of the cleaning done in the fall of 2006. REI will map calls this year for return visits. It was suggested that perhaps this year, we find a better way to verify the quality of the work. It was also suggested that leader cups be added to the gutters to prevent clogged leaders which are more difficult to clear. REI will ask the incumbent vendor if he will guaranty his cleaning and handle return calls at no charge to the association. REI will also evaluate providing a price as requested.

Art Stueck of REI commented that final inspections of the crack filling and tar sealing would take place shortly.

Inspections would be made shortly in regards to rear patios at the Oaks, the one rear patio in the Summit, the one walk on Silversmith and the drainage project on Revere.

The board approved the \$900 proposal from Eastern View to repair the turf area where the hillside slid down on Revere Road.

Round two of cement work is underway – this will affect various owners as their walks are repaired and or replaced.

Peter Zane reported that a pave lip had been removed from the base of the wall by 2001 Heartwood. Art Stueck offered to investigate.

REI will follow up on the skim coat job to be performed at 110 Silversmith by A and R.

### **Management Report –**

Pool operations have remained good since the maintenance vendor was replaced.

REI will follow up with the Playground Committee with regards to their expected proposal for new equipment.

REI to follow up on the fall bulk trash program for use by residents in disposing of large, unwanted items.

George Holland reported work will soon begin on the 2008 budget and the updated reserve study.

REI will ask that the pool attendant stay in place for the September weekends of the 8<sup>th</sup>/9<sup>th</sup> and the 15<sup>th</sup>/16<sup>th</sup>.

Bids for curb repair on Pinnacle Way were reviewed. They ranged from \$16k to \$2.3k. The board approved the low bidder - a known vendor to both REI and the Board.

REI will wrap up the bidding process for snow removal services in time for the September Master Board meeting.

Strut installation at the Birches is nearly complete; only two open issues remain at this time.

#### **New Business -**

REI will respond to Don Carboni, his request for a bench, bird feeder and bird bath in the rear of his yard has been approved provided he receive written acceptance from his rear and side neighbors. He will also be asked to not feed the birds during the summer.

REI will seek a new exercise equipment repair vendor and report back to the Master Board.

REI will respond to the request for the formation of a singles club – it has been approved. An announcement will be included in the monthly newsletter and on the website.

REI will reply to the request for additional signage with regards to curbing dogs – it has been denied.

Tom DuCharme indicated that the Master Board would be considering revisions to rules to clarify when trash may be placed at the curb the night before pick-up, how visitors are handled at the pool, and use of the exercise room.

Tom DuCharme mentioned that the Birches will have their annual meeting in September on the 26<sup>th</sup>. REI will prepare a notice and agenda.

The meeting room was uncomfortable (too warm). REI will have the HVAC vendor double check the recent settings that were established. We also received complaints that it was too cold during the day.

Peter Zane made a motion to adjourn the meeting at 8:57 PM. Dave Renna seconded the motion. All present voted in favor of the motion.