

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – August 19, 2015

Call to order and establish a quorum – Steve Griffing called the meeting to order at 7:30 PM. Present were Steve Griffing, President (President of the Willows); Mike Palica, Vice President (President of the Elms); Stan Kishner, Treasurer (President of the Birches); Jake McGuigan, Secretary (President of the Summit) and Valerie Dawson, Director (President of the Maples).

Absent from the meeting was Bill Karten, Director (Oaks).

Kim Murray and Art Stueck attended on behalf of REI Property and Asset Management.

Request of owners to speak –

John Wilcox, 101 Logging Trail Road, spoke to the Board regarding installing solar panels on the roof of his unit. The Board decided a committee will be formed to research this further. REI will ask unit owners in the August newsletter if they are interested in joining this committee.

Darren Wittko, 129 Logging Trail Road, spoke to the Board about considering changing the pool rules to allow toys in the pool with parental supervision. The Board decided that a committee will be formed to review all pool rules and make suggestions for possible changes. REI will ask unit owners in the August newsletter if they are interesting in joining this committee.

Ratification of the Minutes – Stan Kishner made a motion to accept the draft of the July 15, 2015 Open Session Meeting minutes. Jake McGuigan seconded the motion. Without objection, the meeting minutes from the July 15, 2015 Master Board Open Session were approved.

Treasurer's Report – Stan Kishner

In July, the Association had \$79K in operating expenses. Income was \$122K for a monthly operating gain of \$43K. Expenses were dominated by general maintenance and insurance premiums. To date, we have an operating loss of \$93K.

The Treasurer's Committee will begin the 2016 budgeting process in September.

The Master Board has approved and the Association has signed contracts with A&J Paving and Bouchard Construction to repave the driveways and roadways on both Heartwood Lane and Logging Trail Road starting in September. All curbing will be replaced and drainage issues will be addressed. These contracts total approximately \$560,000. The current reserve fund balance is \$1.84M. Total assets are \$2M.

In July, two Acorns were sold for \$265K and \$250K.

Landscaping Committee Report – Julia Brzezinska

In September, mowing will start on Hancock Drive. The last pruning of the season will take place in late September. Mums will be planted in the entranceway and clubhouse area the end of September/early October. In September, some reseeding work in certain areas will be done. Also over-seeding and aeration of all lawns will be done.

A blanket application of fertilizer and broadleaf weed control to all turf areas is scheduled for August 25 or 26 weather permitting. Also, a liquid post emergent of crabgrass control will be spot sprayed. The next and final application of fertilizer and broad leaf control as well as a lime application is scheduled for October 6 or 7 weather permitting. The majority of the application is granular with liquid used on small areas and slopes.

The fourth and final monitor inspections of trees and shrubs is scheduled for late August. These monitor inspections are for ornamental trees and shrubs located at the fronts and sides of units for insect and mite pests, diseases and cultural problems that could impact plant health. Treatments, as needed, are provided to suppress pest damage and promote plant health. The Oaks, Birches and Willows (Heartwood Lane, Silversmith Drive, Logging Trail Road and Cypress Drive) are the three villages that will receive fertilization of their shrubs this year. Also, 70 maples in the entranceway and ornamental trees throughout Sterling Woods will receive a prescribed soil treatment to supply necessary nutrients. All this work should be completed by mid-September.

Maintenance Committee Report – George Torro

Concrete replacement (mostly slabs in the fronts of units and a few patios) will begin the week of August 24 weather permitting. Caulking work (mostly to the front stairs of units, some patios and around the stonework in fronts of units) will begin the week of August 31 weather permitting. Miscellaneous painting work throughout the community (mostly rear door frames) will begin the week of August 31 weather permitting.

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 –

It was announced that the Oaks Village Unit Owners elected Bill Karten to serve as their representative on the Master Board.

The Board reviewed a proposal from Tim Wentzell from Connecticut Property Engineering for \$4,962 to review the insulation and venting in several units as well as the roofs and to write specifications for roof replacement. Stan Kishner made a motion to

accept the proposal for \$4,962. Mike Palica seconded the motion. All present voted in favor of the motion. REI will contact Tim Wentzell and put together the contract.

REI will include information regarding Schlage doorknobs in the August newsletter. This information is also posted on the website.

The Board reviewed additional comments from owners regarding the proposed changes to the Maintenance Standards. The Board stated they will review all comments and discuss this further once all the comments are further reviewed.

The Board reviewed and approved the Flu Shot Clinic flyer which is scheduled this year on September 29 from 5:00 p.m. – 6:30 p.m. REI will include this flyer in the August newsletter.

REI will turn off the pool phone after the pool closes.

REI will contact the cleaning vendor to inform him to discontinue cleaning the clubhouse twice per week after Labor Day.

After the pool closes, REI will have the pool furniture cleaned and put away.

REI will begin budget preparation.

At 8:45 PM, Valerie Dawson made a motion to adjourn the meeting. Jake McGuigan seconded the motion. All present voted in favor of the motion.