

**Sterling Woods II
Master Board Meeting
Draft of the Minutes -August 19th, 2009**

Call to order and establish a quorum – George Holland called the meeting to order at 7:30 PM. Present were George Holland, President (President of the Summit); Steve Andrewson, Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples); Peter Zane (President of the Oaks) and Mike Palica (President of the Elms).

Request of owner(s) to speak –

There were no requests.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the July 15th, 2009 Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

The Association had operating income of \$97.9K in July. Total expenses and reserve transfers were \$101K. As a result, there was an operating loss of \$3.2k. Major expenses for the month were general maintenance, deck staining, and lawn/shrub/tree maintenance. Year to date, we have a net operating gain of \$62.9K. It is anticipated that this gain will be wiped out by year end as anticipated expenses are incurred.

Reserves are up by \$49.8K on the year and now total \$1.42M. Total assets are \$1.6M. This gain will be more than wiped out by year end as the garage door replacement program has been accelerated and we are performing major paving repairs and replacements.

There were no resale certificates issued in the month of July.

Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee

Carole presented a written report which was submitted to the board and enclosed in the meeting status package. Highlights of the report include...

A slow release fertilizer was applied to the lawns in August. The next application will be in the September/October time frame.

There is heightened concern for the health of the trees along the entrance boulevard. Efforts are being undertaken to reduce tree losses. The paving project will be monitored closely to see if the work causes additional stress on the trees. Irrigation for this area is under consideration and estimated costs are being collected for the various components – water source, electrical source, permits, and the actual irrigation system itself.

The Master Board requested greater study on how effective this investment would be.

All ornamental trees and shrubs have been inspected and treated as needed for pests and disease.

George Holland expressed concern about the Bradford pear trees on Pinnacle and other streets. Will they grow to a height of 60 feet? Can Bartlett do anything to keep the eventual height at lower levels?

George thanked Carole for her report and the entire committee for their continued efforts.

Maintenance Committee Report – Ed Kowalczyk, Chairman of the Maintenance Committee

Bouchard Construction has been selected for the paving replacement and repair work. Work will begin shortly. The driveways on Bradford will be seal coated.

Concrete repairs are almost complete.

Privacy wall cap replacement bids were reviewed. REI will have Handyman Services explain their labor rates, work time anticipated and their material costs per unit. Assuming the answer to those questions is acceptable, the contract will be awarded to them – they are the low bidder at \$6,750.

Gutter guard installation is about 90% complete.

The garage door replacement program will start up again in the middle of October.

Al Koretsky has been assisting with pool operations. Al reported that he was pleased with his review of the pool maintenance contract and his meeting with the contracted vendor. Filter backwashing and sand replacement (the filter medium) will be evaluated.

George Holland thanked Ed, Al and their fellow committee members for their continued efforts.

Management Report –

REI to ask AT&T for a timeline for all work performed on site at Sterling Woods II. What, when and where was it done?

REI to follow up on the flu shot clinic. The board approved of the sign up form as presented by REI. It will be sent to all residents with the next newsletter. The Board agreed that the clinic will be for the regular flu shot only not swine flu.

REI will follow up on execution of the extended snow removal contract with Hoffman.

REI to reply to the request that the association undertake the task of a group discount for hot water heaters. Consistent with the past, the Board's policy will remain that they do not want to mix owner matters with association affairs due to possible conflicts of interest or liability problems that may arise.

REI will reply to Donna Krebs, 6001 Heartwood Lane – her requests for concrete repairs will be addressed.

An owner expressed various concerns with regards to fires. The Master Board asked the REI put a reminder on the tickler chart for the fall newsletters – residents should not use real candles outside their units as part of Halloween decorations.

Old/New Business –

George Holland provided an updated board position/policy on bird feeders. It was agreed that no new rules would be established at this time. Rather, this new policy will be used to guide residents and the property manager with regards to how issues will be dealt with that arise due to bird feeders. The policy will be sent to all residents along with the next newsletter.

George Holland expressed concern about owner improvements made to Birches units with regards to who will cover future maintenance and replacement costs. George asked that REI begin tracking any approved changes to the units for future reference when repair or replacement issues come up. It was noted that this is already in effect for deck extensions.

George Holland reported that he and other board members were approached by a firm called Muni-Tax. They would like to present to the board the possible benefits of converting part of the association's operations into a tax district. It was agreed that George would invite them to a special meeting in September.

It was agreed that REI will arrange to have the pool closed after 9/14.

It was agreed that REI will arrange for the fall dumpster program and the date selected was 10/24.

At 9:04 PM, Stan Kishner made a motion to adjourn. Joe Wielock seconded the motion. All present voted in favor of the motion.