

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
August 20th, 2008**

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); Mike Palica (President of the Elms) and Peter Zane (President of the Oaks). Absent was Joseph Wielock, Secretary (President of the Maples).

Before addressing the meeting agenda, George Holland asked that all present take a moment to recognize and thank Tom DuCharme for his many years of service on both the Master Board and the Birches Village Board. Tom recently resigned as President of the Master Board and Birches Village board but will continue to serve on the Birches Village Board. All those present shared in George's sentiment.

Request of owner(s) to speak –

Knowing there were owners in attendance that wanted to speak about pool concerns, George Holland gave a review of the pool with regard to diapers. Per information gathered by REI, Sterling Woods II is in compliance with state and local pool health codes. Also, the Sterling Woods II rule on diapers and "swimmies" is consistent with the pool rules of city water parks, the YMCA, and REI surveyed clients. While the board has been reviewing this health concern, there is no plan to change the rules at this time.

Bill Seislove, 1903 Bradford Drive, wanted to express his support for children being able to swim in the pool wearing swim diapers.

Renee Strazza, 6003 Heartwood, also expressed that she felt the rule should be left as is.

Other residents present, but not on the agenda to speak, also expressed support for leaving the rule as is to allow young children into the pool with swim diapers.

Ratification of the minutes –

Peter Zane made a motion to ratify the minutes from the July 16th, 2008 Master Board Meeting. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

Through July 31, 2008 the association has net income of \$107.2K. Insurance claim proceeds received, but repairs not paid out yet, coupled with pre-paid common fees remain the major components of this net surplus. It is anticipated that as the year progresses, most of this net income will be used up.

Year to date, reserves are up \$68.6K. Present reserves balance is \$1.3M. Total assets are presently \$1.6M.

There were two resale certificates issued in July and one in August thus far.

A firm was contracted to perform a capital reserve study for major building components such as roofing, siding, decks and paving (there are 63 total items considered in the study). A reserve study assesses present condition, expected remaining life of the various building components and the eventual replacement timing and cost. The study is now complete and is under review by the Treasurer's Committee.

Over the next few months, the Treasurers Committee and the Master Board will be developing a proposal for consideration by the community during the annual budget process. Recommendations could include increases in the annual reserve contribution. The major issue will be how to deal with the major expenses in 2035-2040 period. Possible approaches include planning for an assessment or loan when we get closer to that date. Right now, all options are being considered.

REI is working with various contractors to further validate reserve study information such as life remaining, rates for replacement and quantities of replacement.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

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

Carole Torro submitted a written report to the Master Board which was included as part of the monthly status package.

A summary of activities includes – we are currently compiling a list of shrubs that will be included in the fall planting plan, fall seasonal plants will be planted in September, lawn weed control was applied in July, lawn fertilization was applied in August, additional lawn treatments are planned for the fall, and vines in trees are currently being evaluated. REI and the Landscaping Committee are well underway in terms of pulling together financial plans for 2009 budget consideration.

George Holland thanked Carole and her fellow committee members for their continuing efforts on behalf of the community.

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

“Do it Right” has been hired to skim coat certain front porches on Hancock. They will also be contracted to complete cement caulking repairs in one village following successful repairs on Hancock. The first project will be underway shortly.

Concrete rear patio and front walk repairs have been completed and inspected.

Ed has evaluated all garage doors in the community (except the Birches Village). To date, 53 new metal doors have been installed. There will be another 16 replaced in 2008. The Board approved a policy of replacing all the remaining wood doors by 2012. We will replace approximately 60 per year starting in 2009. The doors that are not being replaced in 2008/2009 will have the lower panel painted to slow down the degradation of the doors. A sample test will be run to check the aesthetics of that approach. REI will see if Brookfield Overhead Door will reconsider the planned future price increase with an order of that magnitude.

Spot pressure washing is now under way.

The MMC is still considering what type of gutter guard to install and where to install it. The 1501-1506 building on Bradford Drive might be a good candidate.

The Maintenance Committee is still looking for a volunteer from the Oaks and the Maples.

Paving bids were summarized for the Master Board and included in the monthly status package. At the moment, the Master Board is only considering drainage and paving at the access road off Nabby and miscellaneous repairs throughout the community. REI will interview the three low bidders to make certain they are all following the complete bid spec. REI will make a recommendation to the board via email so we can move forward between now and the next board meeting.

Management Report –

REI to continue to follow up with the City of Danbury. What is their action plan for the island in the road opposite the main entrance?

Based on Master Board feedback, REI will revise the proposed trash rules and resubmit next month. REI will also propose a new rule with regard to storage of garden hoses when not in use.

Additional repairs to 1904 Bradford are under way. REI will report back once the work is complete.

REI put together a flyer for the proposed flu shot clinic. We will email that to the board for their review and comment.

The Master Board approved of 10/25/2008 as the date for the next dumpster day. REI to coordinate changes to the program as previously presented.

REI to obtain gutter cleaning bids. The current three year contract expires after the 2008 gutter cleaning.

Peter Zane made a motion to adjourn. Mike Palica seconded the motion. All present voted in favor of the motion.