

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – September 16, 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); Jake McGuigan, Secretary (President of the Summit); Valerie Dawson, Director (President of the Maples) and Bill Karten, Director (Oaks).

Absent from the meeting was Stan Kishner, Treasurer (President of the Birches).

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

Request of owners to speak –

There were no owners present who requested to speak.

Ratification of the Minutes – Jake McGuigan made a motion to accept the draft of the August 19, 2015 Open Session Meeting Minutes. Valerie Dawson seconded the motion. Without objection, the meeting minutes from the August 19, 2015 Master Board Open Session were approved.

Treasurer’s Report – Stan Kishner (report was provided in writing)

In August, the Association had \$125K in operating expenses. Income was \$122K for a monthly operating loss of \$3K. Expenses were dominated by lawn, shrub and tree maintenance and insurance premiums. To date, we have an operating loss of \$96K.

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

Total assets are \$2M and the reserve fund balance is \$1.9M.

In August, an Acorn sold for \$242.5K.

Landscaping Committee Report – Julia Brzezinska

In September, mowing started on Hancock Drive. In October, mowing will start on Revere Road. Pruning of shrubs is scheduled for September 21. Mums will be planted around the entranceway and at the clubhouse on September 24. During the last week of September or first week of October, over-seeding and aeration of all lawns will be done.

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 this application is granular with liquid used on small areas and slopes.

During the second week of September, Heartwood Lane, Silversmith Drive, Logging Trail Road and Cypress Drive received fertilization of their shrubs. During the third week of September, 70 maples in the entranceway and ornamental trees throughout Sterling Woods received a prescribed soil treatment to supply necessary nutrients. During the week of October 12, the second and final deer repellent spray of arborvitae (shrubs around utility boxes) will take place.

Maintenance Committee Report – George Torro

Concrete replacement work (mostly slabs in the fronts of units and a few patios) has begun. Caulking work (mostly to the front stairs of units, some patios and around the stonework in fronts of units) has also begun. Miscellaneous painting work throughout the community (mostly rear door frames) has been completed.

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 –

REI will follow up with Tim Wentzell, from Connecticut Property Engineering, to see when he will begin reviewing the insulation and venting in several Oaks units as well as the roofs and to write specifications for roof replacement.

The Board reviewed a proposal for \$21,094.50 from Bouchard Construction to repave six additional driveways in the Birches. Although the Roads Committee informed the engineer they wanted all the driveways replaced in the Birches, the engineer left six driveways on the specifications as not to be replaced. When the work was sent out to bid, the contractor did not include these six driveways in his proposal. The Board agreed all driveways need to be replaced as the specifications for the driveways are much better than the original specifications for driveway replacement and if these driveways were not replaced, they would have to be saw cut in the middle so the driveway would properly meet up with the road. This cut would also be unsightly. Jake McGuigan made a motion to approve this proposal. Mike Palica seconded the motion. All present voted in favor of the motion.

The Board reviewed a proposal from CAU, the Association's insurance company, to renew the insurance policy with a 3% increase and the policy would be in effect from 10/1/15-16. The current policy expires each year on 1/14. The Board stated if the insurance policy expires in October, the Treasurer's Committee would be able to budget the appropriate dollars for the new policy each year. Valerie Dawson made a motion to accept this proposal. Jake McGuigan seconded the motion. All present voted in favor of this motion.

The Board discussed the proposed changes to the Maintenance Standards and asked to table further discussion regarding this until the October Board meeting. Steve Griffing will work with Mike Palica and will make additional changes to the Maintenance Standards after further reviewing the comments received from unit owners.

REI will have all the gutters cleaned throughout the community post leaf drop.

REI will have the fall maintenance done on the clubhouse furnace and fireplace.

REI will winterize the pool plumbing.

REI will winterize the irrigation system along the entranceway and at the clubhouse when the weather gets cooler.

At 8:00 PM, Valerie Dawson made a motion to adjourn the meeting. Jake McGuigan seconded the motion. All present voted in favor of the motion.