

Sterling Woods II
Master Board Meeting
Draft of the Minutes – September 16th, 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); Jim Harlow (Vice President of the Birches); Peter Zane (President of the Oaks) and Mike Palica (President of the Elms).

Absent was Stan Kishner, Treasurer (President of the Birches) and Joseph Wielock, Secretary (President of the Maples).

Request of owner(s) to speak –

There were no requests.

Ratification of the minutes –

Peter Zane made a motion to ratify the minutes from the August 16th, 2009 Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Provided by George Holland in Stan Kishner's absence

The Association had operating income of \$100K in August. Total expenses and reserve transfers were \$95K. As a result, there was an operating gain of \$5K. Major expenses for the month were - quarterly water/sewer bills, concrete repairs and the monthly landscaping contracted payment. Year to date, we have a net operating gain of \$68K. It is anticipated that this gain will be wiped out by year end as anticipated expenses are incurred.

Reserves are down \$85K on the year due to the paving project. Total assets are \$1.5M. Additional reductions are expected before year end as the garage door replacement program has been accelerated and will be fully completed this fiscal year.

There were three resale certificates issued in August – a Chestnut at \$345K, a Beechnut at \$330K and a unit in the Birches at \$420K (REI to confirm model type). REI also offered to modify the format of the report so that the old data can still remain on the report but with a larger font size for easier reading. We will also correct the alignment of information in the Unit number column.

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...

Fall trimming and pruning operations have been completed, an extra crew member has been added by Eastern View to better address the weekly requirement of keeping all beds weed free, core aeration and over-seeding will take place during late September, fall plant replacement will take place shortly and fall beautification plantings have been completed.

The lawns will be receiving a broad application of granular fertilization and a spot liquid weed control treatment in September.

Trees along the entrance boulevard are being evaluated to determine which ones need immediate attention and which ones will be monitored closely. Further replacement of dying trees along the boulevard will be deferred until the Spring. Bradford Pears in the community are being evaluated to see what can be done to mitigate their growth – their normal height is 40-50 feet.

George Holland thanked Carole for her report and the entire committee for their continued efforts. The Board and REI are constantly receiving positive feedback from both residents and visitors.

Maintenance Committee Report – Al Ritter, Member Maintenance Committee

Gutter guard installation has been completed. The remaining gutters will not be cleaned this fall.

Concrete repairs have all been completed.

The paving project is nearly completed and feedback from and/or to the Maintenance Committee members, REI, the Master Board and residents has been exceptionally positive. As part of the project, but as an added expense, all storm drain cement tops were replaced. In a few cases, the cement storm drain risers were repaired.

Al Koretsky reported on pool operations. Nejame & Sons gave a favorable report on the condition of pool equipment, Kim Murray of REI has saved the association costs and kept us in compliance with state requirements by taking water readings during the week, and the work of the Landscaping Committee was a great improvement to the pool area appearance. Al did suggest that the wood arbor be evaluated and maintained/painted as needed.

George Torro felt the way driveways and curbs were seal coated at the end of the driveways, where the two meet, looked odd. REI will review this and discuss with the vendor.

Wood stakes have been left in place where conduit runs under the road to the islands. REI will follow up on having more permanent monuments installed so these locations are not lost when the wooden stakes are removed.

George Holland thanked Al Ritter and Al Koretsky and all committee members for their continued efforts.

Management Report –

REI to follow up with AT&T in regards to damage done to the clubhouse lawn sprinkler system.

REI will follow up on execution of the extended snow removal contract with Hoffman. The revision was given to George Holland for his review and signing at the meeting.

REI has begun efforts to track unit improvements made in the Birches Village.

REI to follow up on the dumpster day program (October 24th) and the flu shot clinic (10/20 – 4:00 to 6:30 PM).

Old/New Business –

The Board approved REI's request to move the April 2010 Board Meeting. REI to determine whether it should be moved up or back one week and will then report back to the Master Board.

REI suggested that any new concrete walks be sealed to prevent damage from the ice melt products that are used during the winter season to melt snow and ice. REI will evaluate where this would be done and at what cost.

REI requested permission to hold a Halloween event on Friday, October 30th. The Master Board agreed to that and REI will work out the details and inform the community in the next newsletter.

REI will reply to an owner that requested that the association send out information on a vendor that installed a tank-less hot water heater in his unit. Consistent with the past, the Board will not make such referrals because of the problems that can arise due to conflict of interest or liabilities that may be created.

REI will finalize the Master Board appointment with a firm called Muni-Tax to discuss the benefits of setting up a separate tax district within the association.

REI to follow up on detention basin maintenance.

REI to arrange for new batteries in clubhouse smoke detectors.

REI to arrange for fall HVAC tune up in the clubhouse.

REI to arrange for winterization of pool plumbing.

REI to arrange for winterization of clubhouse irrigation system.

REI to remind owners of the importance of dryer vent cleaning.

At 9:00 PM, Peter Zane made a motion to adjourn. Steve Andrewson seconded the motion. All present voted in favor of the motion