

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
September 17th, 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); Joseph Wielock, Secretary (President of the Maples); Mike Palica (President of the Elms) and Renee Strazza (Vice President of the Oaks) who was sitting in for Peter Zane (President of the Oaks).

Request of owner(s) to speak –

Walter Bernstein, 2001 Hancock Drive, requested to speak about replacing the current mailboxes with mailboxes that are locked to reduce the risk of mail tampering and/or identity theft. It was commented that considering the years gone by, and the number of residents at SW2, there have been very few reports of stolen mail. The cost to replace all mailboxes with lockable units would probably be significant. None the less, the Master Board asked REI to determine any USPS requirements and develop an estimate of the total cost. REI is planning to meet shortly with the Danbury Postmaster to begin the evaluation process.

A resident in the audience suggested that those with immediate concerns might want to consider obtaining a post office box.

George Holland thanked Mr. Bernstein for visiting the board to express his concern and point of view.

Ratification of the minutes –

Stan Kishner made a motion to ratify the minutes from the August 20th, 2008 Master Board Meeting Open Session. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

Through August 31, 2008 the association has net operating income of \$132.9K. 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. Some major expenses

including road repairs, gutter cleaning, and early winter snow removal expenses will be incurred in the fourth quarter.

Year to date, reserves are up \$62K and the present reserve balance is over \$1.3M. Total assets are currently \$1.6M.

There was one resale in August and, thus far, one resale in September.

Over the next few months, the Treasurers Committee and the Master Board will be developing a 2009 budget proposal for consideration by the community. The Treasurers Committee is continuing to evaluate the recent Reserve Study. A meeting with the engineering firm that conducted the study is planned for early October. 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 handed out to Master Board Members at the meeting.

A summary of the committee report included the following. The committee is currently wrapping up a list of shrubs that will be included in the fall planting plan, the second round of bed edging has been completed, fall trimming operations will be completed by 9/30, fall seasonal plants will be planted shortly, perennials were planted on the hill by the pool which will begin blooming next pool season, lawn fertilizer was applied in August and will be applied again in September and November. There will also be a lime treatment this fall along with lawn aeration and over-seeding. Tree inspections were performed in September along with fertilization. Vine growth along the wood line is being evaluated and will be addressed again in 2009.

The committee is evaluating a partial conversion from grass along the entrance islands to a ground cover that will hold up better in the existing conditions.

The committee and REI are still pursuing the city for cooperation in regards to dressing up the island at the entrance to the community on Nabby Road.

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

Partial painting of certain garage doors throughout the community, except the Birches, has been completed. A number of wood garage doors throughout the community will be replaced this year. It is planned that an additional 60 garage doors will be replaced next year. This aggressive replacement program will be continued until all garage doors have been replaced by 2012. The replacement doors are metal, insulated and will last longer, keep the units warmer and will require less maintenance. This program will not be undertaken in the Birches as those doors were originally metal.

Certain cement front porch steps that were degrading, on Hancock, have been skim coated. They will next be colored and sealed.

It was noted that if the association has to work on front door wood trim, the owner will first be required to remove their storm door if they have one.

Certain cement slabs of the walkway along the main entrance have been ground down to reduce the likelihood of a trip and fall.

Spot pressure washing has been completed on Bradford Drive. REI will obtain bids for pressure washing two villages per year and we will begin a new three year cycle whereby all buildings will be pressure washed every three years. This will be tied into the deck pressure washing and staining process.

The MMC has selected a gutter guard for experimentation. One building on Bradford Drive will be used as the test case – in the rear along the tree line. The current gutter cleaning vendor has offered to install them and charge for materials only. REI will ask what color choices exist and what would the price be for installation per foot / unit / building.

The MMC recommends that the main entrance be re-paved in early 2009. This fall, it is recommended that we correct drainage problems and re-pave part of the access road that leads from Nabby Road to Revere Drive. At \$61,910, Bouchard Construction was the low bidder for this project coupled with miscellaneous repairs throughout the community. REI will be meeting with Bouchard Construction shortly to confirm project specifications along with the association's engineer. We will ask if asphalt prices have come down recently.

REI will evaluate if there are any miscellaneous repairs on the main road that should be taken out of the contract since we will be re-paving next year.

REI will speak with the vendor – is it necessary to replace curbing when re-paving the roads?

REI will see if Hoffman needs additional paved areas for storing equipment and materials during the winter.

For next year, the MMC will reconsider returning to a seal coating program for roads and/ or driveways. The Oaks and Birches had their driveways seal coated in 2007 to slow down signs of early degradation.

REI will have the contractor that repaired/replaced certain French door posts return to replace the ones that were just repaired. REI will have the contractor return to re-work the door jam at 102 Logging Trail. REI will have the door at 1605 Pinnacle Way re-painted to match existing colors.

George Holland thanked Ed and his fellow MMC member for their continuing efforts on behalf of the community.

Management Report –

Stan Kishner made a motion to accept the proposed rule changes with regards to trash disposal. Mike Palica seconded the motion. All those present voted in favor of the change. REI will take the community through the required process for legally putting this change in place and updating everyone's rule book. This change will be published in the next newsletter. The rule change clarifies the number and size of trash containers to be used and specifies when tied plastic bags can be utilized.

The storm water detention basin work in the Oaks has been completed. It was examined by REI following recent heavy rains and it appeared to be functioning well. A trench was cleared, running 200 feet down the middle of the basin, to make certain water flows to the end where there is a drain pipe and catch basin located. That observation visit was followed by a meeting with the contractor and the association retained design engineer. Verbal feedback from the engineer confirmed the completed work was a success and followed bid specifications. The engineer will put his observations in writing and provide recommendations for long term care of this area.

Work was completed at 1904 Bradford Drive to eliminate water penetration into the basement. Footing drain pipes were found to be clogged with dirt and roots. The outlets were also completely buried. REI will perform an evaluation of other drains to make certain they are not buried. During the most recent rain, while conditions improved, water still found its way into the unit. Further evaluation will be made and additional solutions will be offered to the board.

REI is collecting replies of interest for the 10/ 21 and 10/ 23 flu and pneumonia shot clinic to be held at the Platinum Club.

New Business –

REI was asked to look at signage where the access road meets with Revere. Visitors sometimes think they need to turn right and down the access road to stay on Revere.

The clubhouse TV is no longer working. A committee has been formed to determine how best to replace the old unit. Steve Andrewson offered to chair said committee.

There was a discussion involving the recent rash of reported thefts and possible mail tampering. REI contacted the police department and they did offer to begin patrolling the community. The police mentioned there has been a spike in this type of petty crime around the city. The police department highly recommends that all residents report any and all observations, concerns, and thefts to them immediately. It was also suggested that residents consider keeping their front porch lights on so the community is better lit.

A number of residents have complained about Comcast service of late. REI will draft a letter on behalf of the community expressing resident concerns.

REI will follow up on the pool closing – cover, furniture away, plumbing winterized, etc...

REI will again be hosting the annual Halloween Party at the Platinum Club for residents of all ages.

REI will be working out a schedule and inspection plan for fall gutter cleaning with the incumbent contractor. We will also continue with the bid process for the next three year cycle.

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