

**Sterling Woods II
Master Board Meeting – Open Session
September 21, 2016**

Draft of the Minutes

Call to order and establish a quorum – Mike Palica called the meeting to order at 7:35 PM. Present were Mike Palica, President (President of the Elms); Jake McGuigan, Vice President (President of the Summit); Stan Kishner, Treasurer (President of the Birches); Steve Griffing, Secretary (President of the Willows); Valerie Dawson, Director (President of the Maples) and Bill Karten, Director (Oaks).

Art Stueck and Kim Murray 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 – Valerie Dawson made a motion to accept the draft of the August 17, 2016 Open Session Meeting Minutes. Stan Kishner seconded the motion. Without objection, the meeting minutes from the August 17, 2016 Master Board Open Session were approved.

Treasurer’s Report – read by Stan Kishner

In August, the Association had \$68K in operating expenses. Income was \$128K for a monthly operating gain of \$60K. Expenses were dominated by lawn and shrub maintenance.

For the year-to-date, we have an operating gain of \$140K. This is due in part because of lower than expected general maintenance costs, as well as the timing of the tree maintenance invoices. Retained earnings from 2015 are \$50K.

We continue to buy shares in the S&P 500 by dollar-cost-averaging with monthly purchases. So far this year, we have made purchases totaling \$79.5K. The total value of these shares as of Tuesday, September 20 was \$82.2K. This represents a 3.4% gain of \$2.7K. We plan two more monthly purchases for a total of about \$100K.

Total assets are \$1.95M and the reserve fund balance is \$1.04M.

The Treasurer’s Committee has begun the budget planning process and will provide its 2017 budget recommendation at the November Master Board meeting.

A Beechnut was sold in August for \$295K. We expect a Grey Oak to be sold in September for \$378K.

Landscaping Committee Report – Julia Brzezinska

In October, mowing will start on Bradford Drive. During the last two weeks of September, the following work is scheduled: shrub replacements, planting of mums in the clubhouse and entranceway areas, aeration, over-seeding and reseeded and shrub pruning.

September 27th is the last scheduled date for a blanket application of fertilizer to all turf areas. The majority of the application will be granular with liquid to be used on small areas. This is our last lawn application for the season. The new season starts in late April or early May when fertilizer and crabgrass control is applied to all turf areas.

In September, the following work is scheduled: fertilization of designated shrubs located on Bradford Drive, Revere Road and the clubhouse area, and ornamental trees (birch, crabapple, dogwood, magnolia, plums & cherry trees) located at the fronts of units will get a prescribed soil treatment to supply necessary nutrients according to soil analysis results. The maples trees (70 trees) in the entranceway / 80/20 zone will also receive this treatment.

A total of 6 dead trees are on the removal list — 3 will be replaced. Trees being replaced are: a maple tree (#1818) on the 80/20 zone island/median (sign entering/leaving SWII), a white pine on the Revere Road entrance way was removed (its removal presented a privacy issue for the 1400s Bradford bldg.), 120 Silversmith Drive a cherry tree in front of a house was removed and will be replaced with a dogwood tree. Trees not being replaced are: Heartwood Island a maple tree across from the 2000s building, 125 Logging Trail a cherry tree near the roadway, 110 Silversmith Drive a dogwood tree on the front lawn (this is the 3rd tree that has been planted in this spot and died). There are still 2 trees on the 80/20 zone and one more tree outside the 80/20 zone (the first center median in SWII) that are dying and most likely will be removed in the winter to get a 10% discount and replaced in the spring (2017).

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 –

The Board reviewed a revised new maintenance standard stating if a unit is to be unoccupied or untended for one week or longer, the main water valve for the unit shall be turned off. The Board asked REI to send this to Unit Owners for notice and comment.

The Board reviewed and approved a request from the owner of 140 Logging Trail to expand her deck. REI will inform the Unit Owner and let her know she is responsible for future maintenance on the expanded portion of the deck.

The Board reviewed an e-mail from the Sterling Woods I President of the Board, Bob Mitchell, asking that the SWII Board consider moving the stop sign in the entranceway to the middle island as it is felt the residents are not stopping at the stop sign in this area. The Board felt moving this stop sign will not make a difference as residents have to inch out to be able to see the oncoming traffic coming up Nabby Road.

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

REI will winterize the pool plumbing after the concrete work is completed.

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

At 8:30 PM, Valerie Dawson made a motion to adjourn the meeting. Steve Griffing seconded the motion. All present voted in favor of the motion.