

STERLING Woods II – The Willows Village
Minutes of the Annual Meeting
November 13, 2013

The meeting was called to order by Village President Steve Griffing at 7:00 pm.

Board Members Present:

Steve Griffing	President
Steve Andrewson	Vice President
Brian Foster	Treasurer
Stefanie Mischner	Secretary
Julia Brzezinska	Director

Board Members Absent: None

A motion to waive the taking of roll call was made, seconded and approved. Sign in sheet attached.

A motion to accept the meeting notice was made. All present voted in favor of the motion.

Reading of Minutes of preceding meeting:

Steve Griffing read the minutes from preceding meeting along with the follow-up notes. Motion was made by S Andrewson to accept the notes which was seconded by P Andrewson and approved. Note: It was noticed that the follow-up notes from 2012 defaulted to an error message on the Sterling Woods II website and S Griffing indicated he would bring this to the attention of REI for correction.

Reports:

Finance: Brian Foster indicated that he had not been able to attend the prior finance meeting but that there would be another on 11/14/2013 and that he would send summary to S Griffing for distribution to the group.

Election of Directors of the Executive Board:

The terms of at least one-third (1/3) of the Directors shall expire annually as established in a resolution of the Unit Owners at the time of each election (Article II, Section 2.1b of the by-laws). Therefore, the terms of Steve Andrewson and Brian Foster automatically expired. (Steve Andrewson and Brian Foster were eligible for nomination and re-election). Brian Foster indicated that he would be resigning from the Board as he is planning to move from Sterling Woods and sell his unit. Steve Andrewson was nominated to the board, seconded and approved by those in attendance. The existing board members and positions were approved. Action item remaining will be to solicit nominees for someone to fill the remaining position.

Unfinished Business:

Fallen tree behind Cypress 1500 building: Tony Gentile requested clarification as to what was stated in the contract regarding the removal of the fallen tree from 2011 storm. Julia Brzezinska reiterated that SWII does not pay for removal of fallen trees from the woods but that she and Steve Griffing would investigate and Julia would bring to the attention of the Landscape committee for clarification.

New Business:

Items Discussed:

1. **Street Lighting:** There was general discussion that Cypress and Pinnacle were somewhat shortchanged with the number of street lights as compared to other villages in the complex. Steve Griffing reported that this had been a topic of discussion at Master Board meetings. Adding more poles would be very expensive. A decision was made by the landscaping committee that during the next routine trimming, they would pay particular attention to clearing some of the growth that has grown up around the existing lights to help improve the lighting. If a major cost of adding new lights is related to having to dig up any of the roadway, it was suggested that when the time comes to replace the roadways on Cypress and Pinnacle that it be explored if that would be a good time to consider additions.

Steve Griffing also indicated that he was going to talk to the maintenance committee to see if cleaning the lenses would increase illumination.

2. **Outdoor Light Fixtures on Units:** Related to the recent painting of the sconces under all of the outdoor light fixtures, it was questioned as to whom is responsible for the fixtures themselves. S Griffing indicated that he would verify and report back.

3. **Weather stripping on Doors:** Along the lines of item 2 above, S Griffing also indicated he would verify who is responsible for weather stripping on the front doors of the units.

4. **Trees between Units:** it was expressed by several that there needs to be more extensive pruning of the trees between the units.

5. **Enforcement of Rules:** The main topic of discussion revolved around enforcement of rules at SWII. Parking on streets and visitors lots were the main items but trash cans, too many dogs and excessive number of cars were also noted. The general opinion stated was that the situation was getting worse, there were more violations and that folks were less likely to report anything to Kim at REI because of the new rule that states that the accused has the right to know who made the report. One personal incident was reported indicating that there were repercussions (she was harassed by the violator since it was no longer anonymous) and that there would be reluctance to make additional reports.

A. Is it possible to have REI become more active in policing? Can REI drive around at different times to verify cars in the visitor parking lots or on street violators? Can REI note license numbers and cross check with lists?

B. Is there a mechanism for residents to make anonymous complaints to REI and let them be the official voice of enforcement? Can the SWII lawyers assist with this? Can we push back to state?

C. Does REI follow-up on car registrations?

D. It was expressed that REI seems to be too passive with on site enforcement and should be more proactive.

Steve Griffing will raise this general issue with the Master Board

With no additional business, the motion was made, seconded and approved to adjourn at approx 8:30PM

Notes Submitted by Steve Griffing.

Follow-up to Minutes above submitted by Steve Griffing 11/21/2013

Finance Report:

Brian Foster Reported back with some information (Thank you Brian!). The budget was also further refined and presented to the Board on 11/20/2013.

Summary:

Common Charges (Operation budget) will increase 3.2% for 2014
Budget surplus from 2013 will be used to set up reserve account to cover unanticipated expenses such as excess snow removal and larger insurance premium increase than expected.

Decreases for 2014

- Maintenance 12K
- Painting Projects 17.5K
- Insurance Deductibles 7.5K
- Common charge defaults 5K
- Lawn & Shrub 4K

Increases for 2014

- Budgeting 36.5K more for Insurance Premium
- 12.2K tree maintenance
- 22.4K pressure washing (per contract)
- 13.2K snow removal (contract and adding contingency)

Tree stump in Woods behind 1500 building: Julia has taken pictures and will investigate with landscape committee and report back.

Outdoor Light Fixtures: The bulbs are the responsibility of the owner but the fixtures are the responsibility of the Association.

Weather Stripping on Front door: This is the responsibility of the Association

Trees between units: I will ask Julia to present and discuss with landscape committee as part of standard reporting

Thermostat in Clubhouse: The thermostat in the clubhouse has a setback timer to automatically adjust the temps to save money in the off hours.

Rules Enforcement: This topic was discussed at the Board Meeting. It was reiterated that the right of a person to know who filed a complaint is a state law. All residents are equally charged and responsible for enforcement of the rules within the community which includes reporting violations. Enforcement is not the specific duty of any of the officers of the Villages or REI. REI is not paid to perform regular policing functions.

A violation must be observed. If during the normal working day a violation is suspected, an owner can contact REI and if an REI representative is able to observe the violation, he/she can make the report. Otherwise it is the responsibility of the individual, if they so choose, to make the report.

The board did approve issuing a short term paid contract in the near future to monitor the visitor parking spaces and parking on roads after hours, collecting license numbers and cross checking with registration forms filed with the office. Appropriate actions and letters would be sent to violators which could result in fines and/or cars being towed.