

**STERLING Woods II – The Willows Village  
Minutes of the Annual Meeting  
November 17, 2015**

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

**Board Members Present:**

Steve Griffing	President
Julia Brzezinska	Treasurer
Stefanie Mischner	Secretary

**Board Members Absent:**     Steve Andrewson     Vice President  
                                         Brian Foster             Director

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:**

Motion was made and seconded to skip the reading of the previous meeting Motion was made to accept and approve the preceding minutes. The motion was carried by voice vote.

**Reports:**

Finance: Julia Brzezinska provided preview of what is expected to be presented to the master board by the finance committee at the next meeting. The budget recommendation is to increase common charges by 5.0%, 1.4% of which is used to increase the reserve transfer from \$304K to \$325K. This raises the “base” for future reserve transfers. 3.6% is for normal budget expenses. Approximately \$578K was spent from reserves in 2015 for roads and additional spending will continue in 2016 for roads and in the near future for roofs. No specific fund will be set aside for to build a “snow reserve”, which will be handled on a year-by-year basis with an assessment if needed.

**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, Julia Brzezinska and Brian Foster. (All were eligible for nomination and re-election). Steve Andrewson and Julia Brzezinska were nominated and seconded to run for the board. Brian Foster had indicated desire to retire from the board. The following Board Members were approved by those in attendance:

Steve Griffing  
Steve Andrewson  
Julia Brzezinska  
Stefanie Mischner

Subsequent correspondence and voting by the Willows Board members unanimously approved the election of officers as following for the next year:

Steve Griffing	President
Steve Andrewson	Vice President
Julia Brzezinska	Treasurer
Stefanie Mischner	Secretary

### **Election of Directors of the Executive Board:**

Steve Griffing was nominated and unanimously approved to represent the Willows on the master board.

### **Unfinished Business:**

1. There were no unfinished business agenda items

### **New Business:**

#### Items Discussed:

1. Leaves in Gutters: It was iterated that leaf cleaning from gutters is now being done annually rather than every other year.
2. Street Lighting: Discussion on street lighting for Cypress Drive.
  - A. Please have road committee consider addition of more light posts when Cypress is set for repaving.
  - B. Are there any solar powered lights that could be strategically placed to independently illuminate particularly dark areas?
  - C. Can we include note in newsletter encouraging folks to wear reflective or more visible clothing when walking on road at night or carry illumination.
3. Enforcement of Rules: It was reiterated that it is the responsibility of unit owners to participate in enforcement of rules by reporting observed violations to REI.
4. Pooled Services. Can REI be the conduit for unit owners to coordinate services such as duct cleaning and fireplace cleaning to gain quantity discounts?
5. Improve information transference to renters: All correspondence from the association is sent to the unit owners with the understanding that this will be forwarded to the tenants in a rental property. It is a fair assumption that this is not always done. Are there ways to improve this to ensure that the renters get the information? One owner with tenants reformats emails and correspondence to the attention of the tenants so that it does not read "Unit Owners". This is done so that they understand that the

information applies to them. Can correspondence salutations be changed so that it is clear that the information can be easily and clearly transferred? A unit owner with renters would be willing to discuss this directly with REI.

6. Additional Parking: When Cypress Drive is repaved, can additional Visitor parking spaces be provided with consideration of some being designated as overflow. The only current overflow is too far from Cypress Drive. Suggested spots include enlarging the existing space near the stop sign and at the beginning of service drive to water tank. Move the chain back and add to either side.

With no additional business, the motion was made, seconded and approved to adjourn at approx 9:00 PM.