

**Sterling Woods II  
Master Board Meeting  
Draft of the Minutes  
October 17<sup>th</sup>, 2007**

Tom DuCharme called the meeting to order at 7:30 PM. Present were Tom DuCharme, President (President of the Birches), Yale Cooke, Vice President (President of the Elms); George Holland, Treasurer (President of the Summit); Director Peter Zane (President of the Oaks); Director Steve Andrewson (President of the Willows) and Joseph Wielock, Secretary (President of the Maples).

**Request of owner(s) to speak** – there were none.

**Ratification of the minutes** –

Peter Zane made a motion to ratify the minutes from the September 19<sup>th</sup>, 2007 Master Board Meeting. George Holland asked that the date of the fall bulk pick-up be corrected. Joe Wielock seconded the motion. Without objection, the meeting minutes as amended were approved.

**Treasurer's Report** –

George Holland reported that the association is now through three quarters of the operating year (September results) with a net operating income of \$18k. This is driven by owners who have pre-paid their common fees (\$20k). George stated that the association will likely finish the year with an operating loss of approximately \$25k – this is close to what was budgeted for. Part of the 2007 budget plan included using a \$25k surplus from 2006 operations. There remains one major unknown at this time – what will snow removal costs be in November/December?

The budget plan for the reserve account was a gain of \$112k. Year to date, we have a \$39k gain. Due to higher reserve costs than expected (Birch drainage, Maples drainage, concrete repair costs double the original plan and the significant number of replaced garage doors), we are now forecasting a gain of approximately \$50k.

Total assets are \$1.425M of which reserves are \$1.260M.

The Treasurers Committee is currently working on the 2008 budget draft with assistance from the Landscaping Committee, the Maintenance Committee and REI. The budget will be presented for ratification by the Master Board at the November meeting and by owners at the December Master Board meeting.

Resales were reviewed. There were only two resales issued in September. Prices are down year to year. As an example, in 2006 there was a Chestnut unit sale for \$410k. This month a Chestnut sold for \$355k.

### **Landscaping Committee Report – Carole Torro (Chairwoman of the Landscaping Committee)**

Carole Torro reported that fall plantings,, late summer pruning, and, aeration of the soil have been completed with over-seeding to follow. Fall lawn fertilization will take place shortly. Bartlett Tree Experts will prune trees in December.

### **Maintenance Committee Report – Stan Kishner (Chairman of the Maintenance Committee)**

Major patio and walk repairs have been completed for 2007. In 2008, the MMC will evaluate conditions throughout the community and select high priority items for repair or replacement. This fall, certain front porches/steps on Hancock will be prepared and a skim coating applied.

The MMC still recommends that we investigate the limited use of gutter guards or filters on units that have particularly heavy exposure to leaves. This item should be included in the “general maintenance” budget.

Various items should be considered for painting next year - vents located over the garages and guest bedrooms of the Chestnut units on Bradford, basement window wells in the Birches, posts located between the French doors leading to the decks on Birches units, latticework at the pool was not properly painted and needs to be repaired and painted. Some Unit Owners have also asked for better sun coverage at the clubhouse pool. REI will look into alternatives. The pipes leading to the gas meters should be painted. The MMC suggests that REI inquire as to whether the gas company will provide this service.

Units scheduled for power-washing that have patios should have the patios washed to eliminate the buildup of mildew.

The railings should be inspected by the MMC, and repaired by REI as required. Repair would include removal of rust with a wire brush and the use of a rust converter prior to final painting.

The MMC believes that the roads are still in good condition, and we should continue our maintenance program, consisting of crack repair and selective patching. Driveway sealing should continue however we recommend that the sealant be squeegeed, and not sprayed. The lower portion of the service road pavement is in disrepair. We suggest that

REI get quotes to repave this portion. We are concerned that erosion will make the problem worse and more expensive to repair in the long run.

### **Management Report –**

REI reported on the second round negotiations with the three snow removal vendors that were considered the most viable candidates. After discussion of the pros and cons, a motion was made by Yale Cooke to hire Hoffman Landscapes. Hoffman was the highest bidder but deemed to be the most reliable by far. After the severe problems experienced with last season's snow vendor, reliability was a major criteria. Peter Zane seconded the motion. Yale, Peter, George Holland and Tom DuCharme voted in favor of the motion. Joe Wielock and Steve Andrewson voted against the motion. The motion passed. REI will meet with Hoffman to iron out details and execute a contract for board review and execution.

REI will follow up on the October 27<sup>th</sup> fall bulk pick up day.

REI to follow up on bids to address the maintenance needs of the detention basin behind the Oaks as recommended by the engineering study completed last summer.

REI to follow up to place a "No Use of Cell Phones sign in the exercise room.

REI to follow up on mapping out and cleaning drains throughout SW2.

The annual Halloween event will go from 4:00 PM to 8:00 PM.

### **New Business -**

REI will see if flu shots can be provided on site at SW2.

An owner asked if he could advertise in the association newsletter. The board decided to continue with the association's policy of no soliciting. REI will respond with the board's decision with the owner.

Due to a handicap, an owner asked if they could install a hand rail along the steps to their unit. The Board approved the request subject to the usual conditions – licensed installer, insurance, etc. REI will evaluate the style that has been allowed in the community and then inform the owner with regard to how they should proceed.

REI to research speed monitoring devices – can they be rented?

Peter Zane made a motion to adjourn the meeting at 9:30 PM. George Holland seconded the motion. The motion passed.