

**Sterling Woods II**  
**Master Board Meeting – Open Session**  
**Draft of the Minutes – October 19<sup>th</sup>, 2011**

**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); Andrew Taylor, Director (President of the Oaks) and Mike Palica, Director (President of the Elms).

Absent from the meeting was Joe Wielock, Secretary (President of the Maples).

Art Stueck and Kim Murray attended on behalf of REI Property and Asset Management.

**Request of owners to speak –**

There were no requests.

**Ratification of the Minutes** – Mike Palica made a motion to accept the draft of the September 21<sup>st</sup>, 2011 Open Session Meeting minutes. Stan Kishner seconded the motion. Without objection, the meeting minutes from the September 21<sup>st</sup>, 2011 Master Board Open Session were approved.

**Treasurer's Report – Stan Kishner**

In September, the Association had \$135K of expenses. Income was \$136K, including \$45K in assessments, for a monthly net operating gain of \$1K. Expenses for the month were dominated by \$25K for general maintenance, \$18K for deck staining, \$15K for major painting projects and \$14K for lawn and shrub maintenance. For the year-to-date, expenses are \$295K over budget, due to expenses related to the snow storms as well as large expenses for general maintenance and tree maintenance. Our year-to-date operating loss is \$92K.

Reserve fund expenses are \$20K under budget for the year-to-date, but the cost of repaving Silversmith Drive will put us well over budget for the year.

The reserve fund is at \$1.5M.

There were no unit sales in September.

**Landscaping Committee Report – presented by Carole Torro**

Pruning of all shrubbery in mulched beds is complete. Aerating and over-seeding of the lawn areas is complete. All lawn areas were treated including backs of units and steep hills.

Lawn fertilizer was applied on October 10, 2011 in granular form and broad leaf weed control was applied in liquid form. The next application of lawn fertilizer will be in November and that will be the 5th and final fertilizer treatment for this year.

There are 5 trees in the 80/20 zone that will most likely need replacing in 2012. These will be re-evaluated in spring.

Three dead pines were removed in common areas one of which will be replaced.

### **Maintenance Committee Report – presented by George Torro**

Concrete caulking repairs to front walks and porches has begun throughout the community. There has been some delay because of the wet weather.

The remainder of Silversmith Drive, from the Bradford Drive and Logging Trail Road intersection, all the way to the end of Silversmith Drive (where it meets Pinnacle Way and Cypress Drive) will be repaved. Work is scheduled to begin on October 24 and will continue for approximately three weeks. It is anticipated that there will be approximately six days of significant travel interruption. Due to the wet weather we have been experiencing, driveway replacements will be done in the spring of 2012.

### **Management Report –**

All REI follow ups, as a result of the last Board meeting and contained within the monthly status package, were reviewed.

### **Old/New Business –**

REI informed the Board that 22 Unit Owners received flu shots at the clinic that was held on October 11<sup>th</sup>.

The Association purchased free weights for the fitness center. In the past, Unit Owners have brought their own free weights to the gym and have left them there. REI will remove these free weights and put a note in the gym stating if a Unit Owner would like their weights back to see Kim.

The Unit Owner of 1303 Pinnacle Way informed the Board that there is a very large tree behind his Unit which concerns him because he feels it may fall one day because it is so tall. He mentioned that Matt Flanagan from Bartlett has been out to inspect this tree and the tree is healthy. The Unit Owner was wondering if the top of the tree could be trimmed. REI will discuss this with Matt and will let the Unit Owner know what was decided.

REI will winterize the irrigation system along the entranceway and at the clubhouse.

REI will have the windows and the carpets cleaned in the clubhouse.

REI will put together a list of accomplishments for the year (for the owner's meeting).

At 8:05 p.m., Andrew Taylor made a motion to adjourn the meeting. Steve Andrewson seconded the motion. All present voted in favor of the motion.