

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – October 20th, 2010

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); Joe Wielock, Secretary (President of the Maples); Andrew Taylor, Director (President of the Oaks) and Mike Palica, Director (President of the Elms).

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

Request of owner(s) to speak –

Jake McGuigan, 1404 Pinnacle, requested to speak regarding various maintenance and landscaping concerns. His list of concerns was addressed by the Board, the Landscaping Committee and REI.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the September 15th Master Board Meeting Open Session. Steve Andrewson seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

In September, the Association had \$99.6K of expenses. Income was \$99.1K for a monthly net operating loss of approximately \$500. The major expenses for the month were the quarterly water/sewer bills and the monthly landscaping maintenance installment. General maintenance for the month was under budget but is \$13K over budget year-to-date. For the year so far, we have an operating gain of \$48K.

The reserve fund account has a year-to-date surplus of \$181K due to the fact that the concrete and driveway replacements are starting later than planned. Stan noted that \$27K of catch basin replacement costs were not budgeted for 2010.

Total reserves are \$1.4M. Total assets are \$1.6M.

The budgeting process for 2011 is underway. The Treasurer's Committee has met once and will probably meet two more times before the November Master Board meeting.

One Beechnut was sold in September for \$297K and an Acorn was sold for \$285K.

George Holland thanked Stan and the members of the Treasurer's Committee for their work.

Landscaping Committee Report – Carole Torro, Chairwoman of the Landscaping Committee

The third and final round of pruning has been completed. Aeration and over-seeding of the entire site has been completed. As mowing continues, any dead bushes noted will be removed. They will be replaced in the spring.

The fourth application of fertilizer was done on 10/12 – it was a liquid on large areas and granular on smaller areas. TruGreen reported that this summer was the hottest/driest on record of reporting in the past 100 years.

Matt Flanagan from Bartlett demonstrated (with tree clippings) the success of Cambistat treatment on Bradford Pears to slow their growth. Results of the treated trees show that the growth was 1/2 the size of the untreated trees and their health was not comprised. It was recommended that the application of this treatment be put on a three year rotation by treating two villages a year.

The problem with the exposed irrigation rings has yet to be resolved. Matt feels that we cannot make the mulch much thicker because it is not healthy for the trees. Additional clips/staples were added by Green Acres which intended to prevent any movement of rings when they are pressurized causing mulch to move off the rings. This was not effective. The Landscaping Committee and REI will continue to explore alternative solutions.

George Holland thanked Carole for her report.

Maintenance Committee Report – George Torro, Chairman Maintenance Committee

D. B. Osborne completed painting the handrails on Bradford Drive. On October 20th, they began working on Revere Road. When they are finished, they will move on to Hancock Drive and Heartwood Lane.

Bouchard Construction has been working on replacing/repairing catch basins throughout the community. They will begin driveway replacements and roadway repairs the week of October 25th.

Concrete repairs began on October 20th.

There are 14 mailbox stations that need repairs. REI will perform these repairs this year and will look into having all mailbox stations painted in 2011. If the cost to repair the mailbox station exceeds \$2,800, REI will notify the Board in advance.

George Holland thanked George for his report.

Management Report –

All action items were reviewed.

Old/New Business –

REI will place a reminder on the tickler to inform unit owners in March that they are not allowed to put down different color mulch around their unit.

REI will inspect all gutter guards that were installed last year to see to what extent they are failing. Home Depot informed REI that they would reimburse Sterling Woods for the purchase cost of the gutter guards. REI will follow up on this.

REI has in the past looked into the cost of purchasing and installing lockable mailbox stations. REI will review the prior research including all the costs, any installation issues, and any issues with the Postal Service.

The Board reviewed the proposal from Nejame & Sons to perform a winter watch service. The Board decided this is not necessary.

The Board reviewed a letter from an owner on Hancock Drive, requesting that a street light be installed on Hancock Drive (between Silversmith and the first visitor parking spaces). The Board will send a letter to the Unit Owner informing her that her request is denied at this time.

The Board received a letter from an owner on Cypress Drive in regards to handrails. This letter will be reviewed and a response will be sent to the owner.

REI received an e-mail from a home improvement company in regards to performing home energy audits. The Board reviewed the e-mail. REI will thank the author for her e-mail and let her know the Association does not normally recommend specific vendors. Any unit owner is able to obtain an energy audit from numerous sources.

Some Unit Owners were interested in holding a craft fair at the Platinum Club in December. The fair would be open to any Unit Owner craft persons who wish to exhibit their wares. At this time, the Board decided to table this discussion. It was determined that it is too late to resolve all the issues with having a craft fair and still have the fair in December. We need to clearly define what products would be allowed and reconcile the idea with our ban on commercial soliciting on the property. The interested parties will be asked to address these issues.

REI will look into ways of setting up a database containing each Unit Owner's e-mail address. Each owner could opt to have the monthly newsletter e-mailed which would save mailing costs. A Unit Owner recommended using Constant Contact, an e-mail marketing firm.

REI will clean up all the garbage and phone books that have been left in the newspaper bins of the mail stations.

At 9:00 PM, Mike Palica made a motion to adjourn. Andrew Taylor seconded the motion. All present voted in favor of the motion.