

**Sterling Woods II**  
**Master Board Meeting – Open Session**  
**Draft of the Minutes – November 17<sup>th</sup>, 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); 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).

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

**Request of owners to speak –**

There were no requests.

**Ratification of the minutes –**

Stan Kishner made a motion to ratify the minutes from the October 22<sup>nd</sup> Master Board Meeting Open Session. Steve Andrewson seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

In October, the Association had expenses of \$77.4K, income was \$84.7K and the monthly net operating gain was \$7.3K. The major expenses for the month were repair of catch basins and grounds maintenance. General maintenance for the month was under budget, but is \$10.4K over budget for the year. For the year so far, we have an operating gain of \$55.4K.

The reserve fund has a surplus of \$155K, which is equal to the surplus that was budgeted.

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

There were no resales in October.

**Budget Discussion** - Stan Kishner presented the proposed 2011 operating and reserve budgets. The proposal calls for an approximate 5.9% increase in the operating budget and common charges.

One source of concern in the operating budget is that insurance premiums are going to increase significantly because we have been dropped by our insurance company due to the high rate of losses over the past few years.

George Holland thanked Stan Kishner and his fellow committee members for their efforts.

Andrew Taylor made a motion to accept the proposed 2011 operating and reserve budgets as presented. Steve Andrewson seconded the motion. Without objection, the budgets were approved.

### **Landscaping Committee Report – presented by Julia Brzezinska**

Fall leaf clean up is ongoing and will continue into December. Lawn mowing and weeding of beds will also continue as needed. The 6<sup>th</sup> and final application of fertilizer was applied to the lawns on 11/15/10.

Bradford Pears and Maples, located at front and sides of various units, will be pruned this winter to improve clearance of driveways and sidewalks and manage their overall size. Also, crown reduction of Bradford Pears will be completed to manage their size and reduce the risk of branch and/or root failure.

There are six trees classified as troubled in the entranceway (80/20 zone). They may need to be removed and replaced in 2011. Also under consideration is filling of existing gaps in the entranceway where trees were removed and not replaced.

Soil treatment was applied to supply necessary nutrients to 80/20 Maples as well as gypsum.

George Holland thanked Julia for her report.

### **Maintenance Committee Report – presented by Kim Murray (REI)**

D. B. Osborne completed painting of the handrails on Hancock Drive and Heartwood Lane. It was mentioned that a railing on Heartwood, near the 2000 building, was missed. REI will double check this and address with the contractor if the work is still not completed.

The repair/replacement of catch basins throughout the community is complete. Driveway replacements and roadway repairs are also complete. Bouchard Construction will return to finish miscellaneous paving work - this will be done by November 23<sup>rd</sup>.

Concrete repairs and replacements, to certain front walkways and rear patios, are also complete.

### **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 –**

Mario DaSilva, from REI, inspected all gutter guards that were installed in 2009 and reported his findings. Art Stueck received this report the day of the November Board meeting and told the Board he would review the findings and report back. At first glance, the report looked positive.

REI was asked to look into ways of setting up a database containing each Unit Owner's e-mail address. Each owner could opt to have association correspondence sent electronically which would save on mailing costs. Art Stueck reported that REI is working on this. REI is in the process of setting up a meeting with representatives from SS&C, the software provider of Skyline which is the system that we currently use for our property management clients.

REI will send out new coupon books to Unit Owners during the last week of December. We will extend the January late payment cut-off date, normally the 15<sup>th</sup>, by one week.

REI was asked to obtain a proposal to add a motion detector on the front of the clubhouse that would turn on lights to improve the lighting for the parking lot. Lights would need to be added as well.

The Board reviewed an e-mail from a Unit Owner on Heartwood Lane who requested permission to hold a commercial Pilates class at the clubhouse. The Board reviewed the e-mail and has denied this request. REI will inform the Unit Owner.

REI will put together a list of accomplishments for 2010 for presentation at the annual owner's meeting.

REI will add to the newsletter that we will have a dumpster placed on the top of Revere Road for Christmas trees only. The dumpster will be dropped off on January 3<sup>rd</sup> and picked up on January 14<sup>th</sup>. If the dumpster is full before January 14, it will be removed.

Jay Wolff, the Association's accountant, wrote to the IRS on behalf of Sterling Woods. They responded that we need to fill out certain forms to allow Jay to act in our behalf. REI will fill out the necessary forms.

At 8:30 PM, Mike Palica made a motion to adjourn. Andrew Taylor seconded the motion. All present voted in favor of the motion.