

**Sterling Woods II**  
**Master Board Meeting – Open Session**  
**Draft of the Minutes – January 18<sup>th</sup>, 2012**

**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); Stan Kishner, Treasurer (President of the Birches); Andrew Taylor, Director (President of the Oaks); Mike Palica, Director (President of the Elms) and Steve Griffing (Vice President of the Willows).

Absent from the meeting was Steve Andrewson, Vice President (President of the Willows).

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

**Request of owners to speak –**

A Unit Owner from Bradford Drive asked the Board to consider reimbursing her for the 2011 assessment, which she already paid, because she moved in on April 29, 2011 and was not aware when she purchased her Unit that there was going to be an assessment. The Unit Owner was told that the Board will consider her request and will respond to her shortly.

**Ratification of the Minutes** – Mike Palica made a motion to accept the draft of the December 14<sup>th</sup>, 2011 Open Session Meeting Minutes. Andrew Taylor seconded the motion.

Andrew Taylor made a motion to ratify the minutes from the December 14<sup>th</sup>, 2011 Unit Owner Annual Budget meeting. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

**Treasurer's Report – Stan Kishner**

In December, the Association had \$137K of expenses. Income for December was \$85K, including \$35K in assessments, for a monthly net operating loss of \$52K. Expenses for the month were dominated by the quarterly water/sewer bills, general maintenance, lawn and shrub maintenance and our monthly bill for snow removal. For the 2011 year, expenses were \$255K over budget due to expenses related to the two snow storms as well as larger than budgeted expenses for general maintenance, tree maintenance and painting projects. These expenses were offset by collection of an assessment of \$274K. Operating income for the year was \$7.4K.

Reserve fund expenses were \$223K over budget for the year due to the cost of repaving Silversmith Drive, as well as expenses for repairing the pool arbor, privacy walls and

construction defects, all of which were unplanned. Driveway replacements were deferred to the spring of 2012 due to weather conditions last fall.

The reserve fund balance is \$1.3M.

In December, a Chestnut sold for \$340K, a Grey Oak sold for \$380K and a Beechnut sold for \$310K.

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

Carole Torro informed the Board that Bartlett Tree Experts has been on-site performing winter pruning and vine removal.

REI will follow up with Bartlett to find out when the rest of the tree stumps will be removed.

The Board asked the Landscaping Committee and REI to develop a formal policy regarding tree replacements. The Master Board would like to have the policy in place by April.

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

REI mentioned that the caulking vendor, Rich Houghtaling from Do It Right Caulking, has not been paid yet for the work he performed in 2011. His work was inspected by both REI and George Torro and found to be unsatisfactory at a few different locations. This list was given to Rich Houghtaling.

### **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 asked the Board to move the April Board meeting from April 18 to April 11. The Board agreed.

REI will remind Unit Owners in the upcoming newsletter to return their vehicle form by February 15.

REI will send the signed engagement letter to the Association's CPA, Peter Kulas. REI will provide any information Peter Kulas will need in order to do a review and prepare the 2011 taxes.

At 8:00 p.m., Joe Wielock made a motion to adjourn the meeting. Mike Palica seconded the motion. All present voted in favor of the motion.