

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – March 16th, 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); 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).

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

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 – Joe Wielock made a motion to accept the draft of the February 16th, 2011 Open Session Meeting minutes. Mike Palica seconded the motion. Without objection, the meeting minutes from the February 16th, 2011 Master Board Open Session were approved.

Treasurer’s Report – Stan Kishner

In February, the Association had \$168K of expenses. Income was \$105K for a monthly net operating loss of \$63K. Expenses for the month were dominated by snow removal - \$36K for our normal monthly payment to Hoffman and \$89K for additional snow removal by Hoffman as well as REI expenses in fighting ice damming on roofs and ice build up on walks and stoops. General maintenance costs were well under budget. Year-to-date expenses are about \$135K over budget due to expenses related to the snow storms as well as the need to pay our insurance premium earlier than planned. Our year-to-date operating loss is \$89K. All the unbudgeted snow-related costs are being accumulated in a separate account for tracking purposes.

The reserve fund had a surplus of \$12K for the month. Total reserves are \$1.4M. Total assets are \$1.42M.

In February, an Acorn was sold for \$270K and a Chestnut was sold for \$325K. We expect the sale of a Beechnut in March for \$287K.

Landscaping Committee Report -

There was no report given at this time.

Maintenance Committee Report –

The Maintenance Committee will be scheduling their annual spring walk around in April looking for areas throughout the complex that need possible repair.

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 will follow up with Rose and Kiernan at the end of April regarding the workers compensation policy that will expire in May. REI will also follow up on obtaining a quote from Alice Lara, Sterling Woods II insurance agent, from Fairfield County Bank Insurance Services.

REI will mention in the next newsletter that Home Energy Solutions will come to units to perform an energy audit and that they offer different programs. REI will provide contact information, in the newsletter, in case a Unit Owner is interested in finding more about this.

REI will mention in the May newsletter that it is a rule that children who normally wear diapers must wear swimsuit diapers with rubber pants over the swimsuit diaper. It is also suggested that a third layer be added over the swimsuit diaper and rubber pants – a regular swimsuit. REI will also remind residents not to wash their shoes off in the pool.

The Board discussed Dumpster Day. The date that was chosen for Dumpster Day this spring is Saturday, May 14. REI will contact AWD and communicate details to owners in the newsletter.

REI will mention in the newsletter that we recently had to submit an insurance claim for damage in a Unit caused by the fill valve in the toilet bowl failing. Unit Owners should be asked to check their fill valve to be sure it is working properly and replace it if necessary.

REI is meeting with Harry Shaker on March 24th to discuss the game plan for this year's power washing of the Units and deck staining in the Birches and the Maples. The clubhouse will also be power washed. A letter will be sent out to Unit Owners in the Birches and Maples informing them of the planned work and they will be asked to let REI know if they have any concerns with the condition of their deck to let us know before staining begins.

REI will follow up on the quarterly inspection of the gym equipment.

REI will follow up with Marty Flynn regarding installing frost free water valves in the Maples.

REI will contact D. B. Osborne to see when they will be painting the handrails on Cypress and Pinnacle.

REI will have Marty Flynn turn on the pool plumbing.

REI will follow up on the dates the clubhouse carpet will be cleaned and the windows washed. This usually takes place by early May.

In an effort to insure that we receive competitive rates, REI will obtain bids for snow removal and tree maintenance services.

Steve Griffing, from Cypress Drive, provided the Board with information regarding Floodchek hoses. These hoses are high quality hoses for washing machines. The Board appreciated the time Steve took to investigate this product and for forwarding the information on to them. REI will include information regarding this product in the newsletter and point out that there is a sample of this product at the on-site office.

George Holland asked if the Board could move the July Board meeting from Wednesday, July 20 to Wednesday, July 13. The Board is available on that date so the Board meeting in July will be on July 13.

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