

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
March 18th, 2009**

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); Dave Renna (Vice President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joseph Wielock, Secretary (President of the Maples); Peter Zane (President of the Oaks) and Mike Palica (President of the Elms).

Request of owner(s) to speak –

There were none.

Ratification of the minutes –

Joe Wielock made a motion to ratify the minutes from the February 18th, 2008 Master Board Meeting Open Session. Peter Zane seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – Stan Kishner

The Association had operating income of \$93,187 in February. There were a few large expenses in February: a \$27.3K payment for the recently renewed insurance policies, an \$18.8K payment for tree work, and a \$33.4K payment to Hoffman Landscaping for snow removal services. Total expenses were \$119,007 and as a result, we had an operating loss of \$25.8K. Year to date, we have a net operating gain of \$49.4K.

Reserves are up by \$36.8K on the year and total assets are \$1.6M.

There were no resale certificates issued in February and there has been no activity since October 2008.

The annual audit is well underway and we anticipate that it will be done in the very near future.

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

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

The committee revised the existing landscaping specs and obtained a proposal for three years from Eastern View. The new proposal is a decrease in cost, in comparison to the standing contract, but it does add a third year. The proposed revised contract would run from 2009 to 2011. Joe Wielock made a motion to accept the proposal and extend the contract for an extra year. Stan Kishner seconded the motion. All present voted in favor of the motion.

REI will work with the committee and Eastern View to arrange for the revised contract to be formally executed.

Joe Wielock asked that the committee look at the area in the rear of 1700 Revere – perhaps some pine trees can now be planted. Since the vine and tree cut back program, the area is in need of some natural privacy screening.

Maintenance Committee Report – Ed Kowalczyk, Chairman of the Maintenance Committee

Ed Kowalczyk provided the Board with a written report of progress and recommendations.

Gutter guards will be installed on about 6,300 feet of existing roof line. The estimated cost is \$13,000. We will forgo cleaning all gutters in the fall which will save the association approximately \$15,000. Clogged gutters, without gutter guards, will be addressed on a case by case basis. Additional installation of gutter guards may be recommended in 2010. REI will set up a timeline for this project.

Two recently replaced patios in the Oaks have shown signs of cracking. The installation vendor, Kessman, will be brought in to review this matter. Specifications may need to be changed or a different patio product considered with future replacements. We will be obtaining opinions and quotes for work planned for 2009 (various walks and patios throughout the community). Hoffman has already estimated concrete patios could be replaced with brick pavers at a cost of \$4K per unit.

Privacy panels have recently become a significant repair issue. Water is penetrating the wall behind the vinyl and rotting the wooded structure. These walls will be evaluated to see if something can be done to prevent additional privacy walls from rotting.

A handyman will be hired on a part time basis to cut costs for certain repair/paint projects around the community. Ed will monitor what work the handyman gets and how much the assignments cost. The handyman is licensed and insured and will charge \$50 per hour for himself and a helper. It is hoped this effort can begin after Easter.

The clubhouse has been given a cleaning and maintenance overhaul.

Street signs are in very poor condition – new signs are showing signs of cracking and the majority of those not recently replaced are in even worse condition. REI received a proposal from Sign A Rama to replace all signs including the ones recently installed. REI will ask if they will provide a full three year warranty to include the statement that if signs fail they will be fully replaced and not just patched.

Wood post protectors are being considered to prevent damage to same from lawn mowers and weed whackers.

Dog stations were suggested – the stations would provide bags for waste and a receptacle for dropping the bagged waste. The Board was not inclined to make this investment and the related ongoing cost – owners with pets need to take care of this matter at their own cost. This cost should not be shared by the full community.

Harry Shaker, pressure washing/staining contractor, is going to see if there is a way the community can be set up so water is available to contractors when on site and in need.

George Holland thanked Ed and his committee members for their continued efforts.

Management Report –

The paving project is underway. An engineer has provided first draft plans for road replacement for part of Silversmith. A meeting will be held next week – Board Members, Maintenance Committee Members and REI staff will attend – to review said plans. Once the spec for the road has been approved, it will go out to bid.

At that time, we will need to know what else the Maintenance Committee would like us to include in the bid package. Possible issues are pot holes, crack filling, driveway issues, and seal coating.

REI will continue to monitor water consumption at the clubhouse. We will ask that a pressure test be conducted on the irrigation system before it is set up for summer operations.

REI will have the pool prepared early this year to make certain all issues with the Virginia Graham Baker Act (entrapment prevention) are addressed. While it will be prepared early, the pool will not open until Memorial Day Weekend. The plan is to leave the pool open until 9/13. If weather permits, the Board may consider extending that date at the last minute. We will ask Nejame and Sons if they can clean up the coping.

REI to follow up on the rolling cart for the TV area.

REI to follow up on the association audit with Jay Wolff.

REI to follow up on the lease audit – we still need two more units to comply.

REI to follow up on the re-hiring of the pool attendant.

The Board decided they will not pre-pay TruGreen to obtain a discount. In this economic environment it was deemed to be safer to avoid any potential risk of their demise.

REI will continue efforts to draft new pool sign and rule language for the Board to consider. We will boil down/consolidate the various issues to make it more compact and concise. One requested change was clarity that residents can use the pool and not “club members”. Residents could be either the owner or their tenant.

REI to follow up on the dunk program (to reduce mosquito larvae in standing water).

REI to follow up with the cleaning vendor – they are to clean windows and carpets this spring.

REI to follow up on spring dumpster program – the scheduled date is 5/16.

Due to lack of interest from community volunteers, the egg hunt will not be held this year.

REI will continue to monitor the garage door replacement project.

REI will continue to monitor the pressure washing and deck sealing project.

New Business –

REI to follow up with the VNA/flu shot service. Can they come later in the day? Can they come on a weekend? Are they sure they cannot offer two dates/times?

REI to look at spill stain from paving project last year. The vendor offered to seal coat if it did not dissipate on it's own over the winter.

REI to have pool plumbing de-winterized for the pool season.

REI to have the clubhouse HVAC system checked for the cooling season.

REI to have the clubhouse fire extinguishers checked.

REI to contact Hoffman – the Board would like to renegotiate the rate per inch when the maximum limit is exceeded. In return the Board would extend the existing contract and reduce the refund for snowfall below the contract minimum.

Stan Kishner made a motion to adjourn. Joe Wielock seconded the motion. All present voted in favor of the motion.