

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – April 28th, 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); Stan Kishner, Treasurer (President of the Birches); Joe Wielock, Secretary (President of the Maples); Mike Palica, Director (President of the Elms) and Andrew Taylor, Director (President of the Oaks).

Steve Andrewson, Vice President (President of the Willows), was unable to attend the meeting. David Renna (Vice President of the Willows) attended on his behalf.

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

Request of owner(s) to speak –

There were no requests.

Ratification of the minutes –

Stan Kishner made a motion to ratify the minutes from the March 17th, 2010 Master Board Meeting Open Session. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report - Stan Kishner

Income for the month of March was \$108K. Expenses and reserve transfers were \$113K. As a result, there was an operating loss of \$5K. Year to date, there is a profit of \$42K. Major expenses in March were the quarterly water/sewer bills, tree maintenance work and the contracted snow removal fee.

The Association has \$1.3M in reserves and \$1.5M in total assets.

There was one resale in March – a Chestnut for \$350K. There is an anticipated resale in April – a Beechnut for \$325K.

George Holland thanked Stan for his report.

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

The committee and REI commenced weekly meetings for the 2010 season on March 25th. Eastern View's new on-site supervisor is Justin Golon.

Spring clean up is complete. This included blowing the entire site of winter debris. Shrub bed and tree edging is complete. Mulch reduction in the Oaks and Elms is complete. The committee will be doing a visual inspection of every unit in May to check plant replacement needs. Yellow pansies were planted at the community entrance and at the entrance of every village.

The new on-site supervisor for TruGreen is Dan Dalton. On May 3, the first application of granular fertilizer will be applied. Flags to indicate this will be displayed at the entrance to all villages.

80/20 zone - All trees were tagged and numbered and this area was mapped showing the location of the numbered trees. This was done to make year to year references easier and meaningful.

In 2009, we replaced one tree. SW I took down 2 troubled trees on Silversmith and we now have 7 that should be removed and replaced, and another 14 that are in trouble. A revised action plan will be developed after new leaves emerge in Spring.

Gypsum was applied to decrease soil pH content based on soil analysis.

The general structural tree pruning of birches, crab-apples and plums is complete as well as the pruning of Bradford pears and maples

In addition, the crown reduction of 30 Bradford pears was done to contain their size.

A systemic soil treatment was applied to trees located at front and sides of units.

George Holland thanked Carole for her report.

Maintenance Committee Report – George Torro, Chairman Maintenance Committee

The Maintenance Committee had their spring walk around on Saturday, April 3. George Torro and Art Stueck also walked through the entire community. REI and the Maintenance Committee are in the process of compiling a list of work that needs to be done. REI, the MMC and Harry Shaker are also in the process of putting together their recommendations regarding various painting projects and the frequency in which they should be performed.

George Holland thanked George for his report.

Management Report –

REI will follow up with Marty Flynn to see if he has installed the six frost free water valves in the Elms and the Oaks.

Old/New Business –

The Board reviewed and approved the proposal from Eastern View to cut down the far side of the berm on the detention basin on Heartwood Lane. REI will inform Eastern View.

The Board reviewed and approved the request of the Unit Owners of 113 Logging Trail to replace and widen their back deck and to add a landscaped patio off of the deck. REI will send this Unit Owner an approval letter so a building permit can be obtained. The Unit Owner will mark the boards on the old deck that are in bad condition and inform REI of the number of boards. REI will report this information back to the Board so the Unit Owner will be compensated for the defective board replacement. Staining of the deck will be charged to the unit owner but netted against the deck repair credit.

The Unit Owner of 2102 Pinnacle Way requested permission to install a natural gas line on their back deck for their grill. Not enough information was provided. REI will ask the Unit Owner for more details before a final decision can be made.

The Board reviewed a request from the Unit Owner of 101 Logging Trail that the black marks on his roof be cleaned. The Unit Owner will be told that no action will be taken at this time. REI will obtain a price to clean roofs in general.

REI will get a price to paint the rooms in the clubhouse that are in need of fresh paint. This includes the walls in the card room, the lower section in the main room and the hallways leading to the kitchen and the bathrooms.

REI and the Board discussed cleaning gutters. REI informed the Board that in order to do this, it would have to be done by hand with a bleach product and this would be expensive. It was also mentioned when this is done, the results don't show significant improvement. REI will ask Yankee Paint to pay particular attention to the gutters when they are power washing the buildings of the scheduled villages each year to remove excessive dirt off the gutters.

REI will have the clubhouse irrigation system turned on. The date this occurs will depend on the weather and REI will consult the landscaping committee to obtain their opinion as to when it needs to be turned on.

REI will add dunks to all standing water to treat for mosquitoes.

REI will have the fire extinguishers inspected in the clubhouse.

REI will prepare the maintenance log for the water in the pool and it will be tested on a daily basis beginning Memorial Day weekend.

REI and the MMC will evaluate sealing of pavement cracks on roads and driveways. REI will ask for the opinion and advice from a contractor who specializes in this area.

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