

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – June 15th, 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); Steve Andrewson, Vice President (President of the Willows); Joe Wielock, Secretary (President of the Maples); Andrew Taylor, Director (President of the Oaks); Mike Palica, Director (President of the Elms) and Tony Brzezinski (Vice President of the Birches).

Absent from the meeting was Stan Kishner, Treasurer (President of the Birches).

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 May 18th, 2011 Open Session Meeting minutes. Mike Palica seconded the motion. Without objection, the meeting minutes from the May 18th, 2011 Master Board Open Session were approved.

Treasurer’s Report – George Holland

In May, the Association had \$94K of expenses. Income was \$102K, for a monthly net operating gain of \$8K. Expenses for the month were dominated by \$20K for lawn and shrub maintenance and \$19K for snow emergency-related costs. For the year-to-date, expenses are \$251K 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 \$183K.

The reserve fund had a surplus of \$98K year-to-date, with the budgeted surplus being \$91K.

Total reserves and assets are \$1.4M.

In May a Chestnut sold for \$340K.

Landscaping Committee Report – presented by Carole Torro

150 geraniums were planted at the entrance and clubhouse. A total of 109 plants were installed throughout the villages which completes the spring replacement program. On June 2, the street sweeper cleaned the entire site of SW2. The turf repairs began on June 13 and took about 3 to 4 days to complete. The trimming of bushes throughout will begin

at the end of June. Mulching is complete. The Maples and Birches had a complete removal of existing mulch and were replaced with new mulch.

The second round of granular fertilizer and liquid broad leaf weed control was applied on May 27. The next application will be liquid insect control to all ornamental beds. There has been an appearance of red thread, which shows up with moist hot weather. It will not kill grass and there is no treatment for it.

The tree inspection of May 26 resulted in evaluating problems which were categorized as A, B or C, A being severe, B - moderate and C - low priority, and some removals with no replacements. However, since this inspection many of the A evaluations began to recover because of the excessive rain and have now been listed as category B or C.

The 80/20 zone is still being evaluated. Originally there were 7 replacements however on further inspection it is thought that there would be only 4 definites. The others are being carefully monitored.

Bartlett has submitted a proposal to prune about 10 of the original trees in 80/20 zone. This would improve their health and aesthetics. In addition the same treatment is advised to about 15 trees throughout the villages.

The LSC and Bartlett discussed the need for watering non-irrigated trees in the community. Bartlett has provided a proposal based on about 20 of these trees. This is a pro-active attempt to prevent more drought stressed trees. We have many troubled trees that appear to be recovering but may go downhill quickly if we run into more prolonged periods of hot dry weather.

There are many non 80/20 trees that are designated for removal that are both large and small. At this time, there is no plan for replacement. Some trees are still marginal and are being given a chance to survive. It is believed that these are problems due to last year's drought.

The evergreens are scheduled for pruning as per the 2011 contract.

Maintenance Committee Report – presented by George Torro

Handrails will be painted on Cypress Drive and Pinnacle Way beginning on or around July 5, 2011 weather permitting.

There is very little concrete replacement and repair work anticipated at this time. A number of issues are currently being priced out by our vendors.

Paving – it has been determined that there is little that can be done, in terms of maintenance and repairs to prolong the life of the paving throughout the community. At this time, it is recommended that complete replacement begin – over a period of years. It is felt that the first priority should be repaving the balance of Silversmith. Cypress and Heartwood should be considered as candidates for repaving next year. REI was asked to obtain a rough estimate to repave Silversmith for Board edification and discussion at the next Board meeting.

The committee evaluated doors, trim, columns and light plaques throughout the entire community. A quote will be obtained to address the need for painting these items.

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 communicate with the Baby and Toddler Club – they can use the clubhouse on Fridays provided it is not rented or confirmation is received that the renter will not need the clubhouse before the club meeting is over.

The Board agreed to keep the pool open until September 19th.

REI will have the clubhouse alarm tested and inspected. REI will also follow up on the alarm contract – it expires on 9/30/11.

REI to determine – is 1204 Pinnacle Way on the spot pressure washing list?

REI to follow up on single stream sanitation services – the Board would like more information on the size of the two bins they would provide for trash and recycling.

REI to provide the Board with our volume discount plan for cleaning dryer vents.

REI to remind all residents – use of the overflow parking area can only be done if a permit has been properly issued. This area is not for residents and/or their guests.

REI will provide the Board with target date for the arrival of new coupon book.

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

REI will follow up on the pool arbor renovation.

The Board approved the painting of the mailbox stations as proposed. The concern REI must address is what will happen in terms of mail delivery while a mailbox is being painted? Can they be done on a Sunday? If no, temporary arrangements for mail delivery will need to be made.

REI to add to tickler – the next time we revise the maintenance standards, we will need to consider addressing smoke/fire detectors that have a built in battery with an estimated life of 10 years. REI will inform the owner of 2006 Heartwood that the model they have is Board acceptable.

Renee Strazza and Kim Murray informed the Board they would like to hold the Annual Summer Social on Friday, August 19th with no rain date. The Board approved the date. This information will be included in the next newsletter.

In an effort to insure that we receive competitive rates, REI will continue to create specs for snow removal and tree maintenance services and send them out to bid.

REI will review a unit owner's comments about preparing railings with the current vendor that is handling the rail painting.

REI will meet with LoStocco, the vendor who repaired the cast iron hand rails, and go over concerns raised about the weld on the repaired railings. Rust is appearing on the steps and patios – we need to determine the cause and identify a solution.

At 9:00 PM, Joe Wielock made a motion to adjourn the meeting. Andrew Taylor seconded the motion. All present voted in favor of the motion.