

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – August 17th, 2011

Call to order and establish a quorum – George Holland called the meeting to order at 7:32 PM. Present were George Holland, President (President of the Summit); Steve Andrewson, Vice President (President of the Willows); Stan Kishner, Treasurer (President of the Birches); Joe Wielock, Secretary (President of the Maples); Andrew Taylor, Director (President of the Oaks) and Carole Torro (Vice President of the Elms).

Absent from the meeting was Mike Palica, Director (President of the Elms).

Kim Murray 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 July 13th, 2011 Open Session Meeting minutes. Steve Andrewson seconded the motion. Without objection, the meeting minutes from the July 13th, 2011 Master Board Open Session were approved.

Treasurer's Report – Stan Kishner

In July, the Association had \$105K of expenses. Income was \$159K including \$47K in snow assessments for a monthly net operating gain of \$54K. Expenses for the month were dominated by \$32K for lawn and shrub maintenance and \$21K for deck staining. For the year-to-date, expenses are \$267K 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 \$152K down from a loss of \$206K in June.

The reserve fund is at \$1.5M and has a surplus that is \$33K greater than is budgeted.

In July, Beechnuts sold for \$286K and \$295K, an Acorn sold for \$267K and a Hickory sold for \$295K. In August, we expect an Acorn to sell for \$257K and a Grey Oak to sell for \$425K.

Landscaping Committee Report – presented by Carole Torro

With the excessive heat and lack of rain, Eastern View has been spot mowing only and concentrating on the weeding of beds.

Pruning is finished although some unit owners are concerned about the spirea getting out of control. Typically, spirea is not pruned when they are in bloom but all of them will be

pruned by the end of this month. REI will include this information in the upcoming newsletter.

Many issues of concern by unit owners are being addressed every week, specifically regarding grass, shrubs and trees. A list is being compiled of shrubs that are being considered for replacement in the fall. Many trees are being watered and watched carefully. Seeding and aeration of the lawn will be done in the fall.

Ornamental bed insect control was applied July 27 and 28. This application is a systemic soil drench absorbed by plants to protect them from insect infestation. The next lawn application will be a slow release fertilizer which will be done sometime mid-August.

Given the dry hot weather conditions, Bartlett received the okay to provide some water to troubled trees that were identified this spring. There were 34 pears and maples outside of the irrigated entranceway.

There are approximately 8 tree replacements this year in the entranceway. During the week of August 15, there were 3 replacements and 5 additions to fill in the gaps that were left empty in the past. The metal identification tags will be installed on the newly planted trees in the entranceway.

Maintenance Committee Report – presented by George Torro

Power washing and deck staining on Revere Road has been completed. The contractor is expecting to finish the power washing and the deck staining in the Birches the week of August 22.

REI received the specs and blueprints to re-pave the rest of Silversmith Drive from the engineer. REI and the Maintenance Committee will be meeting on August 22 to finalize bid packages for the roadway to be sent to contractors. A list of driveways either recommended for replacement or repair by the Maintenance Committee will also be included with the bid package. REI is planning on having these bids back in time so the Board can review them at the September Board meeting.

The list of recommended concrete caulking work is being finalized and will be done shortly throughout the community.

Concrete replacement throughout the community has been completed.

All mailbox stations were painted. Mailboxes were screwed down and Unit Owners were notified that it is not necessary to raise their flag if they have outgoing mail in their mailbox. The post office assured us that every mailbox will be checked daily for outgoing mail. A few Unit Owners unscrewed their mailboxes. These will be reattached at this time at no charge to the Unit Owner. If a mailbox is unscrewed again at the same Unit, the Unit Owner will be charged the cost of reattaching. REI will include this information in the upcoming newsletter.

The pool pump was replaced.

Two TV's were replaced in the fitness center.

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 remind the landscaper to blow debris out of the pool area weekly.

Art Stueck will be meeting with our trash vendor, Winter Brothers, in the near future to discuss the current rate charged to remove trash and pick up recycling at Sterling Woods.

After reviewing bids from snow contractors to remove snow at Sterling Woods, REI and the Board agreed there was no reason to switch vendors. REI will schedule a meeting with Hoffman Landscapes in September to review the details of the current snow removal contract with them.

REI also received bids for tree maintenance. It was determined there was no reason to switch from our current vendor, Bartlett Tree Experts.

The Board would like to have Dumpster Day on Saturday, October 22. REI will set this up and inform Unit Owners in the upcoming newsletter.

REI will inform Stan Kishner how many units requested to have their gutters cleaned this year so he can review this information and budget appropriately for this work in 2012. It will be determined whether more gutter guards should be installed, if all gutters should be cleaned at once or if we should continue to clean gutters when a Unit Owner reports a problem with their gutters. REI will provide Stan with an average cost to clean a gutter. The condition of the existing gutters guards will be spot checked.

REI will include a signup sheet for the Flu Shot Clinic in the August newsletter.

The pool phone will be turned off after the pool closes.

REI will inform the clubhouse cleaning vendor that the clubhouse cleaning should go back to being cleaned once a week after the week of Labor Day.

REI will have the pool closed and the pool furniture cleaned and put away.. The last day the pool will be open for residents is Sunday, September 18.

The batteries will be changed in the smoke detectors in the clubhouse.

REI will begin budget preparation.

Joe Wielock made a motion to adjourn the meeting. Andrew Taylor seconded the motion. All present voted in favor of the motion.