

Sterling Woods II
Master Board Meeting – Open Session
Draft of the Minutes – August 18th, 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); Andrew Taylor, Director (President of the Oaks); Mike Palica, Director (President of the Elms) and Jeremy Schaefer (Vice President of the Maples).

Absent from the meeting were Joe Wielock, Secretary (President of the Maples) and Steve Andrewson, Vice President (President of the Willows).

Kim Murray and Art Stueck 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 July 21st Master Board Meeting Open Session. Mike Palica seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report – reported by Stan Kishner

In July, the Association had \$117K of expenses. Income was \$101K for a monthly net operating loss of \$16K. The major expenses for the month were lawn and shrub maintenance, deck staining and general maintenance. General maintenance was more in line with the budget than in June, but still was \$4K over budget for the month and is \$18K over budget year to date. For the year so far, we have an operating gain of \$19K. The reserve fund has a surplus of \$150K due to the fact that the concrete and driveway replacements are starting later than anticipated.

Total reserves are \$1.4M. Total assets are \$1.55M.

One Chestnut was sold in July for \$335.5K. We expect one Chestnut and one Acorn to be sold in the near future.

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

Street sweeping was completed on 7/30/10. Cleaning of window wells was done on 8/16/10. Bed and tree edging was completed on 8/9/10. The third round of pruning takes

place in September. The mulching of the boulevard trees was completed on 8/12/10. Mowing, weeding and policing of site continue weekly.

The third application of weed control was applied 7/28/10. This is a liquid application and was applied as needed. TruGreen assured us that the grass is not dead but dormant due to excessive heat and lack of rain and will recover as the weather gets better.

Installation of the irrigation system is complete and it is functioning. The system covers an area that includes the boulevard trees from Nabby Road to Bradford Drive as well as the entrance gardens.

The pruning of evergreens was completed 8/11/10. One third of the total amount of these trees is trimmed yearly. The third Monitor inspection/treatment is complete.

REI identified SWII trees that are suffering from the drought. Gator bags were installed in an effort to save them.

Maintenance Committee Report – George Torro, Chairman Maintenance Committee

The Board approved the proposal from Do It Right Glass and Door Company to caulk the cracks on the landings of four units. Art Stueck and George Torro met with Rich from Do It Right to discuss the work. Work is expected to begin around September 7.

LoStocco will repair the top handrails on various units throughout the community. The work is expected to begin on August 24th and will take a couple of weeks to complete. Letters have been sent to Unit Owners who will be affected.

The Board reviewed the references for D. B. Osborne who will be painting the handrails throughout the community over a two-year period. They were the lowest bidder. REI will put together the contract. Unit Owners that are affected will be sent a letter with specific details. The Oaks, Maples and Elms will be done in 2010. The Summit and Willows will be done in 2011.

REI received a proposal from Complete Excavation for concrete repairs throughout the community. We were happy with the work they did in the community in 2009. REI is waiting for two additional proposals for this work since the amount of the proposal is over \$5K. The proposals are due back to REI on August 23rd. They will be sent to the Board for their review.

The Maintenance Committee categorized driveway replacements in two categories. Category one is driveways that need to be replaced right away and category two are driveways that are damaged but do not need immediate replacement. REI sent this new list of category one driveways to Bouchard for updated pricing. Once received, it will be forwarded to the Board for their review.

The Maintenance Committee inspected all catch basins throughout the community and categorized which ones need to be repaired/replaced at this time. The list was sent to Bouchard for pricing. Once received, it will be forwarded to the Board for their review.

Al Koretsky will continue to look into ways to improve the pool arbor so it requires less maintenance.

Management Report –

Harry Shaker will paint certain rooms in the clubhouse the week of August 23rd.

REI will include the flu shot clinic flyer in the August newsletter. They will also remind residents in the newsletter not to wash their shoes in the pool. REI will also add this to the tickler to remind residents next year.

REI will close the pool on September 20th.

REI will look into turning off the pool phone after the pool closes.

REI will change the clubhouse cleaning to one time per week after Labor Day.

REI will change the batteries in the smoke detectors in the clubhouse.

Old/New Business –

There were no comments received regarding the proposed rule changes (Article VI, Section 6.3, 6.4 and 6.9). The 30 day comment period has been met. The Board gave final approval to these rule changes. REI will send out the new version of these rules in the next newsletter so Unit Owners can add them to their rule book.

REI will ask the Association's Attorney to confirm that a ten day comment period is now required instead of the 30 day comment period for rule changes.

The Board reviewed and approved the request from Dana Zucchini, 1403 Revere, to add steps to her deck. REI will inform the Unit Owner.

Andrew Taylor discussed the issue of whether or not Sterling Woods should become FHA approved. He mentioned that people applying for a FHA loan typically have a higher default risk. The Board voted not to seek FHA approval at this time.

Art Stueck will meet with Mario DaSilva, one of REI's contractors, to see how the gutter guards are working on the units where they were installed.

REI returned a form to Hodge regarding increasing the insured value of the property due to the Connecticut Common Interest Ownership Act Amendment requiring coverage for betterments and improvements. The Board didn't feel it was necessary for us to return this form because we already covered betterments and improvements. Art will contact Perry Salvagne from Hodge to discuss this.

The Fall Dumpster Day will be held on Saturday, October 23rd. REI will include this in the next newsletter, will make arrangements with AWD and will provide REI monitors during dumpster day.

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