

**Sterling Woods II
Master Board Meeting
Draft of the Minutes
September 19, 2007**

Tom DuCharme called the meeting to order at 7:30 PM. Present were Tom DuCharme, President (President of the Birches), Yale Cooke, Vice President (President of the Elms); George Holland, Treasurer (President of the Summit); Director Peter Zane (President of the Oaks); Director Steve Andrewson (President of the Willows) and Joseph Wielock, Secretary (President of the Maples).

Request of owner(s) to speak –

Ed Mohr, 1505 Bradford Drive, wanted to provide the board with feedback with regards to his concerns about lawn care. Mr. Mohr is concerned with large mowers used in small areas that do not cut well and the poor condition of the lawns along curb lines. REI and the Landscaping Committee will address the equipment issue with the landscaper. It was noted that plans are in place for lawn aeration and over-seeding of all lawn areas this fall. It is hoped that this will help with the current curb line conditions.

Ratification of the minutes –

Peter Zane made a motion to ratify the minutes from the August 15th, 2007 Master Board Meeting. Joe Wielock seconded the motion. Without objection, the meeting minutes were approved.

Treasurer's Report –

George Holland reported that the association is now through two thirds of the operating year (August results) with an operating gain of \$42k. This is largely driven by owners who have pre-paid common fees (\$32k). At this time, George forecasts the association may finish the year with an operating loss of approximately \$25k – this is close to what was budgeted for. Part of the 2007 budget plan included using a \$25k surplus from 2006 operations. There remains one major unknown at this time – what will snow removal costs be in November/December?

The budget plan for the reserve account was a gain of \$112k. Due to higher capital costs than expected (Birch drainage, Maples drainage, concrete repair costs double the plan and significant replacement of garage doors), we are now anticipating a gain of approximately \$50k.

Total assets are \$1.46M of which reserves are \$1.28M.

The Treasurers Committee is currently working on the 2008 budget draft. Input has been requested of REI, the Landscaping Committee and the Maintenance Committee. The budget will be ratified by the Master Board at the November meeting and by owners at the December meeting.

The Treasurers Committee is recommending that a new reserve study be conducted in 2008.

Resales were reviewed. There was only one sale in August. There are quite a few units in SW2 now on the market.

Landscaping Committee Report – Carole Torro (Chairwoman of the Landscaping Committee)

Carole Torro's monthly report was included in the monthly board status package.

Maintenance Committee Report – Stan Kishner (Chairman of the Maintenance Committee)

Stan Kishner reported that the committee is done with most 2007 projects and is now considering priorities for 2008. Paving maintenance and cement repairs are the major areas of concern.

REI will skim coat certain front patios on Hancock. We will coordinate that work with the committee.

REI will provide the committee with a date and time for a review of the final cement replacement contract. This work is now completed.

Management Report –

REI will set up a meeting with the Master Board and the Landscaping Committee, within the next two to three weeks, to evaluate snow removal bids.

REI will follow up with the gutter cleaning vendor and let him know of the board's concerns regarding making certain all gutters are properly cleaned. The vendor has offered to guarantee their cleanliness until March 1.. We will see if he will extend that date.

REI to follow up on turf repairs below the new drain on Revere.

REI to follow up on the fall bulk trash pick up program – it has been scheduled for October 10 – 27.

REI will follow up on concrete curb repairs slated for Pinnacle Way.

REI will meet with the SW2 exercise equipment maintenance and repair vendor to address expense limits and hourly rates.

REI to follow up on quotes to restore the detention basin in the Oaks. It was agreed to defer this work until 2008.

New Business -

The board is considering changes to the Sterling Woods Master Rules and Regulations. A possible restriction on when birds can be fed will be evaluated.

REI will have signs made up for the exercise room – no cell phone use unless an emergency.

REI will examine storm drains and detention basins – any cleanings/maintenance required?

Tom DuCharme thanked Kim Murray and REI for preparations made for the Birches owners meeting and the refreshments provided. Tom also thanked Kim for the many other instances where she has gone out of her way to assist residents and board members.

Renee Strazza, Vice President of the Oaks and Chairwoman of the Playground Committee made a presentation to the Master Board. The committee is recommending a full replacement of the current equipment due to age, limited functionality, and general poor condition. Renee feels a budget in 2008 of \$5k should cover what is needed. REI offered to assist by providing free labor to dismantle and remove the current equipment.. The Master Board approved the removal and will further consider a more detailed submission for replacement in the 2008 budget. Actual removal of the existing equipment will not occur until the final proposal is received. Renee and the committee will be working on that more detailed proposal.

Tom DuCharme mentioned that the association has been sued by a resident. This information, while public knowledge, will be largely discussed only in executive session. The association is being defended by GNY Insurance at no cost to the association.

It was suggested that residents be asked to walk on sidewalks and not in the road whenever possible.

George Holland asked that REI add to the current procedures, after resales, with regards to the units that house a water shut off valve. When a resale takes place, we will contact

the new owner if they have a shut off and make certain the warning tag is still there and that they are aware of the policy on shutting off the water. REI will go back and evaluate resales since the program was completed earlier this year and act on those too.

REI will examine a walkway trip and fall hazard on Silversmith, near the intersection of Britannia Drive, by the entrance road to the SW1 clubhouse.

REI to follow up on fall HVAC maintenance for the clubhouse.

REI to follow up on winterizing the irrigation system at the clubhouse.

REI to follow up on clubhouse decorations and Halloween event.

REI to offer dryer vent cleaning services to residents. We will also suggest that they check the hose to their washer machine to make certain it is a high pressure hose and in good condition.

REI will ask AWD to place refuse containers on the edge of walks/driveways in the hope that this will reduce the number of containers that end up in the roads.

REI to note – the board has denied the addition of more floor fans in the gym.

Peter Zane made a motion to adjourn the meeting at 9:10 PM. Yale Cooke seconded the motion. All present voted in favor of the motion.