

**Sterling Woods II**  
**Master Board Meeting – Open Session**  
**Draft of the Minutes – September 21<sup>st</sup>, 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); Stan Kishner, Treasurer (President of the Birches); Joe Wielock, Secretary (President of the Maples); Andrew Taylor, Director (President of the Oaks) and Mike Palica, Director (President of the Elms).

Art Stueck and 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 August 17<sup>th</sup>, 2011 Open Session Meeting minutes. Stan Kishner seconded the motion. Without objection, the meeting minutes from the August 17<sup>th</sup>, 2011 Master Board Open Session were approved.

**Treasurer's Report – Stan Kishner**

In August, the Association had \$99K of expenses. Income was \$157K, including \$45K in assessments, for a monthly net operating gain of \$58K. Expenses for the month were dominated by \$19K for lawn and shrub maintenance, \$12K for deck staining and \$15K for general maintenance. For the year-to-date, expenses are \$263K 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-year date operating loss is \$93K.

Reserve fund expenses included \$8K in tree replacements, \$6K in concrete replacements and \$15K for renovation of the pool arbor. We are \$12K under budget for the year-to-date.

The reserve fund is at \$1.5M.

In August, a Beechnut sold for \$280K, Acorns sold for \$255K and \$257K and a Grey Oak sold for \$425K.

**Landscaping Committee Report – presented by Carole Torro**

Shrubbery pruning started on September 19<sup>th</sup> and will continue for approximately five days. However, because of rain, completion has been delayed. Since this is the fall pruning, and the last of the season, it will be more aggressive. All day lilies will be cut to

the ground and spirea will be cut to about 12 to 18 inches high. Aeration and over seeding of the lawn will be performed in late September or early October. All lawn areas will be treated except for the backs of units and steep hills.

Fall replacement of shrubs will begin sometime the week of September 26<sup>th</sup>. Most of the shrubs that will be replaced are warranty replacements of spring plantings. Continuing our beautification program, mums were planted at the entrance and the clubhouse.

At this time of the year, when we are cleaning up our potted flowers and getting ready for fall, we should store empty pots out of sight and not on sides of units or under pine trees as has been noted in the past. Unit Owners will also be asked not to dump potted soil in the common areas. This information will be included in the newsletter.

Granular slow release fertilizer was applied on August 24<sup>th</sup>. The next application of fertilizer will include broad leaf weed control and will be applied in October.

Six trees have been planted in the entranceway. Four were replacements and two were to fill in the gaps created when dead or dying trees were removed and never replaced.

Bartlett Tree Experts and the Landscape Committee walked around the community and performed an evaluation of tree growth. It was determined that since the trees are getting very big, that a more aggressive pruning should be done.

### **Maintenance Committee Report – presented by George Torro**

Power washing and deck staining has been completed in the Birches and in the Maples with the exception of one deck which will be done shortly.

The Board reviewed bids from four contractors for re-paving the rest of Silversmith Drive and for replacing various driveways. REI needs to confirm with the Association's engineer the appropriate tonnage that should be used for the roadway. Once that information is obtained, the bids will be re-evaluated and a contractor will be chosen before the next board meeting.

Concrete caulking work has begun throughout the community. The areas that are being caulked and sealed are located on the stairs of various Units throughout the community.

Mailbox posts are being straightened and painted in the Birches and this work is almost complete.

### **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 –**

George Holland and REI met with our snow vendor, Hoffman Landscapes, to review the details of the current snow removal contract. A number of modifications were discussed and agreed to by both parties. George presented the proposed modifications which were approved by the Board. REI will work with Hoffman to create the appropriate wording in the modified contract.

The Board discussed gutter cleaning. Gutters will be cleaned in all Units this fall as late as possible and then going forward gutters will be cleaned in three villages per year.

REI will add painting the vents on Chestnut units to the tickler in the spring. This will be done on Pinnacle Way, Cypress Drive, Heartwood Lane and Revere Road.

Art Stueck will be meeting with our trash vendor, Winter Brothers, the week of September 26, to discuss the current rate charged to remove trash and pick up recycling at Sterling Woods.

REI will remind Unit Owners in the newsletter that the Flu Shot Clinic is on October 11 and Dumpster Day is on October 22. Residents will be reminded not to use real candles outside their units as part of Halloween decorations and they will be reminded that they should have their dryer vents cleaned periodically.

REI reviewed an e-mail from a Unit Owner who feels the playground needs to be refurbished and /or replaced. It was mentioned that this issue has been raised in the past but died because of a general lack of interest in the community. This Unit Owner was in attendance at the Board meeting and he volunteered to develop recommendations on how to improve the playground and to present them to the Board in the near future.

REI reviewed an e-mail from a Unit Owner that indicated that there are not enough free weights in the fitness center and that some of the weights were missing. It was mentioned that the Association never purchased free weights for the fitness center. The free weights that are in the gym were brought there by Unit Owners. REI provided the Board with a few different examples of what can be purchased and the cost. A Unit Owner from Pinnacle Way, Donna DiCiaccio, offered to help research different options as it was discovered they can be purchased for less money from other places.

The pool was kept open for two weeks following the Labor Day weekend. It was observed this year, and in past years, that the pool is seldom used after Labor Day weekend and it costs approximately \$200 per week to keep the pool functioning. The Board has decided to close the pool after Labor Day weekend in the future but has asked REI to keep the pool furniture out for another week past the holiday.

REI will have the fall maintenance done on the clubhouse furnace and fireplace.

REI will winterize the pool plumbing.

REI will winterize the irrigation system in the entranceway and at the clubhouse.

REI will clean out all yard drains.

REI will turn off the pool phone.

At 8:42 p.m., Joe Wielock made a motion to adjourn the meeting. Steve Andrewson seconded the motion. All present voted in favor of the motion.