

WESTBURY CONDOMINIUM ASSOCIATION, INC

BOARD OF DIRECTORS MEETING

August 21st, 2013

MINUTES

Attending: Martin Levitz, Ilona Levitz, Jennifer Smith-Hornkil, Theodore Calabrese

Not in Attendance: Daniel Rosow

Also Attending: Joyce Falkin, Patricia Brulotte, Patrick Miller, Josephine Magnan, Allen Comrie, Diane Shimoda-Peterson, Kathleen Sibley, Lois Menold, Kevin Hool, Bob and Kathy Khutanen (by skype)

The meeting was called to order at 7:02 P.M. by M. Levitz.

Approval of Minutes: The Minutes of the June 19, 2013 & July 24, 2013 meetings tabled. Changes were mentioned for the June 19, 2013 minutes by T. Calabrese regarding the board members term ending dates and they agreed to have Allen confirm those dates. As for the July 24, 2013 minutes, it was requested that the wording be changed for the request of a handicap ramp to be installed in front of the building. With changes made, the Minutes of the June 19, 2013 & July 24, 2013 Board Meetings were approved on a motion made to approve the June and July minutes and then seconded by T. Calabrese, all in favor, J. Smith-Hornkil and passed.

Committee Reports:

Ad Hoc Committee: Patty Boulette read Notes of the August 14, 2013 Joint Meeting of the Ad Hoc Committee and the Board of Directors with Ms. Sheri Gold, Consultant, Advent Design. M. Levitz asked if the request was to approve this and was so motioned. Ilona mentioned that this is a fixed fee and she has an excellent reputation. This approval is for hiring the Advent Design Co. and is the first step of this project. There was a question about whether or not this company is reasonable as far as cost and M. Levitz replied that she was right around the amounts of the others they had looked at. Bob said the cost of Advent is right in line with what was charged for the entry ways. M. Levitz asked if approval was to be made to pass the hiring of the Advent Design Group. Passed the hiring of the Advent Design Group.

Financial Report: A. Comrie presented the financial report and broke down the budget report by each section explaining each report within the budget concluding that Westbury Condominium is in good financial position.

Manager's Report: B. Milano was not in attendance tonight because of a conflicting meeting. M. Levitz read the manager's report in place of B. Milano.

M. Levitz met with an insurance agent from Bouvier.

B. Milano met with Stanley Systems several times to review quote for the fire system. It is recommended that we go with Stanley Systems for this job.

Westside was out on Monday and weeded and pruned flowerbeds. Tree in front of 20 is to be removed and replaced.

B. Milano proposed move-in/move-out procedures which included giving at least two weeks' notice, move in/ move out must be in back, the mover must protect the carpets in common areas and a deposit received.

The laundry room floors will be painted with rubberized paint once they are scrapped down by Louis.

No food or wet garbage is to be put down the trash chute and if people keep doing this the chutes will be welded shut.

Possibly putting Louis on 5 days a week once renovations start and from then out.

K. DeMaine was not able to be here tonight, S. DeLucco took the minutes in her absence.

Old Business: L. Menold asked about parking issues. Bob said Susan Ahern has this information. L. Menold to do finance report, it is a couple dollars off and some changes may need to be added. Bob gave a timeline for the budget ratification.

New Business: The Board discussed replacing basement windows and seeing quotes.

M. Levitz went over the three proposals that were put out for the fire control systems.

M. Levitz mentioned the phone service and said that they are looking into other monitor service providers.

Imagineers is to get a letter out regarding the move-in/move-out procedures and how they must give 2 weeks notice of a move-in/move-out, work being done, permits, etc.

B. Milano is to send a letter out that we will not put up with noise at quite time which is between 11 P.M. and 7 A.M.

Talked about the stray kittens that are around and they will try to safely catch the kittens and bring them to a shelter.

Open Forum:

- Question – About the Ad Hoc Committee meetings and that they should be here at the building and there should be 10 days notice and open to anyone involved.
- A: P. Brulotte went over when the meetings will be held and how it will be handled. I. Levitz also commented that the community will be informed and that no decisions will be made without everyone being made informed. T. Calabrese also mentioned that there was new lighting done at St. Thomas at the chapel and if anyone wanted to go and see it they could so that they could see what this new type of lighting would look like.

The Board Agreed to set the next meeting date for September 18<sup>th</sup>, 2013 at 7:00 P.M.

A motion was made for the meeting to be adjourned and then seconded by I. Levitz, T. Calabrese, J. Smith-Hornkil and passed to adjourn this meeting at 8:29 P.M.