

**APPROVED**

Minutes of the Board of Directors' Meeting / Westbury Condominiums Association  
Tuesday, May 17, 2016

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The meeting was called to order at 7:04 PM by Alan Shechtman, President. Board members in attendance were: Joyce Falkin, Vice President, and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager. Alan Shechtman made a Motion to approve the Minutes of the April 26, 2016 Board meeting, unless there were corrections or additions to the Minutes. Joyce Falkin asked that Susan Ahearn insert the word "form" in the first sentence of the sixth paragraph on Page 1 of the Minutes. Susan agreed to make the correction. There was a second provided to the Motion to approve the Minutes with the correction, and the April 26, 2016 Minutes were approved.

#### Financial Report – Alan Comrie

Before providing financial results for the month of April, Alan referenced the recent e-mail he sent to the Board for review concerning the Annual Meeting Notice, Proxy form, and Board of Director Candidate form. This information will be sent via U. S. mail and by other forms of communication to all owners, both on-site as well as non-resident owners. Alan also indicated he has ordered mail boxes for the three buildings from [mailboxes.com](http://mailboxes.com) for resident outgoing mail. He distributed for the Board's review two separate pages, "Unit Owner & Renter Information" and "Resale Package" both of which referenced the requirement for the new owner, current owner, or renter to complete and return to the management office.

Discussion followed among the Board, Alan, and Brian Milano about the role Brian would play as "gatekeeper" regarding moves, home improvements and deliveries. Brian and Alan need to be in direct communication with one another beginning with a first notification of a move, in or out, until the final inspection after a move has occurred, and if the deposit received from the resident who scheduled the move has been returned or applied toward damages. The return of deposit must be coordinated between Brian and Alan as the final action in the move, home improvement or delivery.

Alan Shechtman posed a question to the audience, specifically two new owners who recently made arrangements for moving in. One owner said he would have liked to have a checklist of items or reminders to refer to when making his arrangements. The other owner replied that her move went well.

Reporting on April financial results, Alan Comrie pointed out that Westbury's budget v. actual for the month of April resulted in \$609 v. \$15,904, a very favorable condition. Results in the gas line item (budget: \$31,657 v. actual: \$23,904) contributed toward the good results for April. Alan reported no significant current unfavorable variances and he projected no significant future unfavorable variances. He drew the Board's attention to the last five pages of the financial report. The focus of these pages was on the interior renovation project comparing May 16, 2016 YTD (year-to-date) budget v. actual for service contracts and product purchase costs. Other renovation exhibits analyzed reserve fund payments from June 2015 to May 16, 2016 by month to vendors and suppliers; a payment schedule page per vendor contracts, and a final page showing a schedule of change orders.

Cash balances by Fund as of April 30, 2016 were: Operating Fund – \$110,470.80; Reserve Fund –

**Financial Report – Alan Comrie (cont'd.)**

\$259,254.08 for total cash on hand: \$369,724.88. Cash balances by Bank as of April 30, 2016 were: United Bank – \$43,964.78; First Niagara Operating account: \$110,470.80; First Niagara Reserve account: \$215,288.30 for total cash on hand: \$369,724.88. Alan concluded his remarks by stating that overall, Westbury's financial condition is trending very well.

**Property Manager's Report: Brian Milano**

Brian provided the following update to the Board since the March meeting:

- Luis has power washed the canopies on all building entrances;
- A second circulator pump in Bldg. 869 has been rebuilt;
- Brian has met with a vendor, Associated Security of East Hartford, CT to pursue repair of the intercom systems in the buildings. This vendor has quoted a price of \$2,500 per building for making the repairs without having to do re-wiring. The vendor does need to make the repairs in the basement areas of the buildings;

Joyce Falkin asked Brian to obtain other intercom vendor quotes, suggesting the Board meet with vendors after Brian has set up meetings.

- Brian stated that he will inquire from Automatic Laundry if there has been an increase in the cost per load of laundry either washed or dried, as a question came to his attention concerning the video display on the machines stating \$1.85 v. the prior charge of \$1.75. Also, a front-loading washer and dryer could be installed in Bldgs. 869 and 20 if residents request them;
- Brian reported that the glass for Unit 301, Bldg. 30, has been delivered to Lockheed Window Corp., based on an e-mail he received from John Kroll, Project Manager at Lockheed. Installation would be mid-Summer, and Brian will pursue to determine if the installation could be done soon;
- Luis has left a notice under doors of owners who have not removed door mats from the new carpeting. If he receives a signed notice from the owner indicating the mat will be removed, no further contact from Luis will be made with the owner;
- Brian has followed up with the Town of West Hartford regarding sidewalk repairs, but again the Town will not commit to a definite date for the work. He will continue to be in contact with the Town;
- Concerning JH Property Services and the mulching process, Brian reported that JH did return to Westbury to do the work;

Joyce asked Brian to remind JH to give Westbury some advance notice whenever application of the mulch process is being planned. Westbury residents should know the day and time that the work will begin so windows can be closed, preventing airborne mulch from entering units.

Alan Comrie mentioned to Brian that he (Alan) has received several invoices from All Seasons Pest Control. The invoices have reflected treatment for infestation of mice and vermin in Bldg. 869.

**Property Manager's Report: Brian Milano (cont'd.)**

- This year, The Westbury entered into a landscaping contract with J.H. Property Services that includes the four primary fertilizations (like the Scott's Four Step program). Additional treatments were to be charged directly to Westbury. In the prior year, The Westbury contracted with TurfMasters directly for all fertilizations. Alan Comrie noted that there is confusion regarding who should be receiving the bill for specific treatments: Westbury or JH Property Services. Alan Shechtman has contacted JH and they will clarify the situation with TurfMasters.

Joyce asked Brian where the topsoil is going to be placed, and also about moving shrubs. A conversation with JH and with Brian present is necessary.

Joyce also asked about the status of the concrete repair work. Brian replied that Antoni & Sons LLC, the third bidder, has furnished the lowest bid. Other vendors he has contacted are Peter F. White & Sons of Burlington, CT and Joslyn Concrete in East Hartford. Brian will continue to pursue with other vendors.

Alan Shechtman informed Brian that he (Alan S.) has spoken with a garage roofer, and will be in contact with the roofer.

Alan Comrie informed Brian that the tenant in Unit 106, Bldg. 869 will not be renewing the lease.

Brian had no further issues or updates to report to the Board.

**OLD BUSINESS –****Report on Common Area Renovation**

Alan Shechtman informed the Board that the framed prints of West Hartford businesses and locations from prior years will be displayed in resident hallways. Furnishings are in place in Bldg. 869 and will be in place in Bldgs. 20 and 30.

Joyce stated that Luis Colon needs assistance with placement of the new tables and lamps for the resident hallways in Bldgs. 20 and 30.

**Pet Rules: Survey**

Alan Shechtman distributed a pet survey in draft form to the Board, requesting attention be given to the survey and to send comments, questions, etc. to him in e-mail form.

**Revision of the Resident (Unit Owner/Renter) Information Form**

Alan Comrie stated he is hoping to have completed the Owner/Renter Information form within the next week and distributed to all on-site and non-resident owners as well as tenants.

**Westbury Annual Meeting — June 6, 2016**

Alan Shechtmas reiterated that owners should plan to attend the annual meeting. If an owner is unable to attend, he or she should return the proxy form which was enclosed with the mailing dated May 17, 2016.

**NEW BUSINESS –****Discussion of Common Areas, Resident Responsibilities**

Joyce Falkin reported that the Board has become concerned with hardware selections on resident doors as there is a lack of conformity to the existing hardware. The Board recently visited West Hartford Lock and spent some time with a customer representative viewing selections of reasonably priced hardware. Joyce stated that a list of approved hardware for unit doors will be forthcoming and sent to all residents in the near future.

**AUDIENCE TO VISITORS**

Kathy Sibley of Bldg. 20, Unit 101 asked about when the heat would be turned off. Her unit is extremely warm and she found it necessary to operate her air conditioning. Alan Shechtman replied that there is no easy answer concerning the amount of heat that some units receive while other units experience unusually cool conditions. Depending on weather forecasts, the heat will be turned off relatively soon.

A question was put to the Board by Kathy Sibley and another owner concerning outside window washing. Joyce responded that when pollen season is over and Maple trees have shed their seeds, last year's vendor will be contacted as well as two other vendors for quotes. Residents will be informed of the date(s) the vendor will be on site.

Matt Salner of Bldg. 30, Unit 306 asked about recycling procedures currently in use in Bldg. 869 and if those procedures will take place in Bldgs. 20 and 30. Joyce responded that there were unfortunate incidents when the new procedures were begun in Bldg. 869. A resident placed raw garbage on one occasion, and live plant material was also left in the recycling bin on another occasion. The new procedure was begun on a trial basis and is now being reconsidered.

Joyce said she would be in favor of restoring the previous procedure in Bldg. 869 when residents placed recyclables in bins outside their doors for pick-up by Luis on Monday mornings. Alan Shechtman proposed the following Motion for approval by the Board:

that the Board restore the procedure for recycling pickup at unit doors as it was prior to Monday, February 8, 2016, in Bldg. 869.

Board members approved and seconded the Motion .

Mrs. Ching Shen of Bldg. 30, Unit 105 stated she has a cracked window in her unit that needs to be replaced, and she is concerned as to how the window can be removed and replaced. Several Board members and Brian Milano replied that the crack needs to be looked at, and on which side of her

unit the cracked panel is located; also, whether one panel of glass can be installed or if the whole panel will need to be replaced. Brian Milano is to follow up on this.

**AUDIENCE TO VISITORS (cont'd.)**

Yvette Blanchard of Bldg. 30, Unit 208 inquired about having an extra key to the building entrance, as the key stipulates, "Do Not Duplicate" on the reverse side. Board members replied that Yvette should contact Luis Colon who will provide an additional key.

Todd Darch, Bldg. 20, new owner of Unit 205 inquired about a parking space closer to his unit. Alan Comrie replied that he should contact Lois Menold in Bldg. 869. Todd also asked or commented on the following:

- The bluestone tile in the outer lobby of Bldg. 20. Joyce Falkin replied that our design consultant for the interior renovation stated that the bluestone tile was in keeping with the overall style and character of Westbury;
- How are our Reserve funds invested? Alan Comrie replied that the funds are in a cash account or could possibly be in a money market, but the Board feels that these funds should be "liquid";
- Todd stated Westbury should have multiple vendors for the intercom repair project;
- Todd thinks Westbury's financials are in "excellent shape".

There were no additional questions or concerns from the audience.

Alan Shechtman reminded the audience of the Annual Meeting on Monday, June 6, 2016 with sign-in beginning at 6:30 PM for all owners attending, and 7:00 as the starting time for the meeting.

Alan asked for a Motion to adjourn this meeting. The Motion was approved and seconded by the Board.

The meeting was adjourned at 8:10 PM. An Executive session followed.

Susan Ahearn  
Recording Secretary