

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE
JANUARY 3, 2011

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on Monday, January 3, 2011. Chairperson Joyce Falkin presided. Present were Diane Shimoda-Peterson and Unit Owner Marcia Shaughnessy. Absent were Kathy Sibley and Board liaison Alan Shectman, however, Alan was available via telephone during the latter part of the meeting.

The meeting was called to order at 7:17 P.M. One revision was made to the December 6, 2010 meeting minutes. Under New Business, item 3. Janitorial Services Check Off List, the sentence should read: Diane would like to see a check off list finalized and submitted to Enhanced Management and implemented by them so that we may collect baseline data and use the information as a reference point when recommending to renew or terminate a contract. After the minutes were revised, a motion was made, seconded and passed to approve them as written.

In accordance with the "new Act" condominium law, the Buildings and Grounds meeting agenda was posted 10 days in advance of the January 3, 2011 meeting and no visitors appeared, however, Marcia Shaughnessy, a prospective Buildings and Grounds Committee member, came to observe the meeting. If Marcia agrees to be on the Committee, Chairperson Joyce Falkin will recommend to the Board that she be approved.

On December 21 and December 28, 2010, Buildings and Grounds members Joyce Falkin and Diane Shimoda-Peterson met and prepared a draft of a 2011 Buildings and Grounds calendar. The calendar notes all important vendor contractual dates and Buildings and Grounds deadline dates. The tentative calendar will be discussed at the monthly Buildings and Grounds meeting.

UNFINISHED BUSINESS AND PENDING MATTERS:

1. ADDRESS NUMERAL INSTALLATION AND ILLUMINATION: Joyce, Diane and Alan, via telephone, agreed that they preferred the "yellow" color compact florescent bulbs. It was proposed that we use 100 watt CF equivalency bulbs at Buildings 20 and 30 and that we use 75 watt CF equivalency bulbs at Building 869. Joyce stressed the need for the numerals to be installed as soon as possible, especially in light of a medical emergency and as required by law.

2. SLATE FLOOR SEALING AND CARPET CLEANING: Alan contacted Chem Dry but they have not responded. Alan will contact them again and arrange for a spring cleaning date.

3. AD HOC COMMITTEE: The letter requesting owners to join the Ad Hoc Committee for the renovation of the interiors is ready and will be distributed with a packet of material to all owners. Marcia Shaugnessy expressed an interest in joining the Committee.

4. PRUNING TREE AT OUTLOOK AND FARMINGTON AVENUE, CABLING OAK TREE AT SOUTHSIDE OF BUILDING 30: Joyce sent the proposal/agreement to Marchion and Faucher on December 18. She called them on January 3, 2010 but they have not responded yet.

5. PARKING SIGNS: Alan has received updated pricing from Hartford Stamp. The prices per sign and per pole is \$20.00 each. There will be a small charge for installation. If weather permits, the signs will be installed soon.

6. BACKFILLING ROCK GARDEN WALL: Pending until spring

7. BUILDINGS AND GROUNDS VENDOR WORK CALENDAR: A draft of the calendar has been completed. After all revisions/corrections are made it will be disseminated to the Committee members, Board and Enhanced Management.

8. JANITORIAL CHECK OFF LIST: The Committee agreed that both Enhanced Management and Westbury Building Monitors should participate in providing data for the check off list. New monitors are required. Admiral should be informed that we are monitoring the work and we should provide them with a copy of the check off list. The Committee would like to know whether or not additional hours may be added to the Admiral contract if needed.

9. CONTRACT REVIEW AND RENEWAL: The Committee requests that the role of Enhanced Management and their work duties, in relationship to the Westbury, be more clearly defined.

10. PAINTING BUILDING 20 LOBBY CEILING: Pending.

11. BUILDING 869 OUTER WATER FAUCET: Pending until spring.

NEW BUSINESS:

1. SPRING PLANTING AND LANDSCAPING: The Committee inquired about the status of our recommendation, specifically, if money will be available to purchase shrubs and materials in the spring. The target date for ordering shrubs is in March. Alan stated that the Board agrees that the work needs to be done and that money should be available unless there are unforeseen emergencies.

2. WESTBURY SIGN: Alan stated that Front Entry Project cost came in close to what was budgeted. Purchase of the WESTBURY sign in this fiscal year will depend on whether there are available funds.

3. RESIDENT GUIDE: The Committee would like to see a statement in the Resident Guide that identifies all common areas and the rules governing them.

The meeting was adjourned at 9:00 P.M.

Our next meeting is on February 7, 2011.

Respectfully submitted by Diane Shimoda-Peterson