

# The Westbury

## **FY 2014 BUDGET RATIFIED**

The Westbury Condominiums Association, Inc. Annual Budget was ratified on Monday, September 30, 2013. Because a majority of owners was not present or represented by proxies, a vote by owners was not taken and the budget was automatically ratified. The new fiscal year budget forecasts a total revenue of \$402,279. which includes a surplus transfer of \$5,301. The total budget expense forecast of \$402,279. includes an operating budget of \$258,399., a debt service of \$35,880. ( 10 year loan payment), a reserve contribution of \$100,000., and an operating capital project expense of \$8,000. For details refer to the Westbury Condominiums FY 2014 Budget that was sent to all unit owners. The minutes of the June 3, 2013 Annual Meeting were also read and a motion was made, seconded and passed by voice vote to accept them. No unfinished or new business was presented.

## **BOARD AND COMMITTEE ACTIVITIES**

**HVAC Contractor Sought** - B.T. Lindsey, our contractor for HVAC (heating, ventilation and air conditioning) maintenance services, is no longer servicing residential buildings. Board President Marty Levitz and Property Manager Brian Milano have met and discussed our needs with a representative from Solvit Company. The package deal offered by Solvit of \$200 per unit per year was for labor only and did not include parts. The Board decided not to sign an annual contract with Solvit but will hire them as needed.

**Elevator Maintenance** - Elevators in all three buildings were recently inspected and serviced. The leaking piston in Building 869 will continue to be monitored.

**Building 30 Roof** - Due to heavy rainfall, water puddles on the roof of Building 30. Bill Bayer of Kahn and Bayer was consulted to assess the problem. One remedy suggested was to lower four of the scuppers and add an additional one.

**Fire Alarm System Upgrade** - Three companies have submitted quotes for updating our fire alarm system. Stanley Systems and Siemens each submitted a quote for the purchase and installation of smoke and heat detectors, emergency lighting and annunciator panels. Stanley Systems quoted a price of \$9,000. and Siemens quoted \$11,000. Monitor's quote of \$3,000 was for rental of equipment only, not for purchase and installation. The Board is considering contracting with Stanley Systems at a cost of \$27,000 for equipping all three buildings. All future upgrade work must be coordinated with the renovation of the common areas and all plans must be approved by the fire marshal.

**Contract Signed** - The Board has signed a contract with Ms. Sheri Rowley Gold of Advent Design Inc. to act as design consultant for the renovation of our common areas for a fee of \$19,500. Ms. Rowley Gold will provide oversight of the project from initiation to completion.

**Ad hoc Committee for Renovation of the Common Areas** - On August 21, the Board of Directors approved the recommendation of the Ad hoc Committee to hire Sheri Rowley Gold,

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principal of Advent Design, Inc. located in West Hartford, as interior designer for renovation of our common areas. The process of reviewing the applicable requirements of the project, discussing design schemes, and estimating a preliminary budget is just beginning. The first priority for the Board/Committee is an open, transparent, professional approach that will be respectful of the vested interest of each owner. This will include open meetings and regular activity reports. Unit owners are always welcome to share their concerns and ideas.

**Finance Committee** - The Finance Committee presented two outside parking proposals at the September 18, 2013 Board Meeting which were approved. The first proposal addressed changes made to the outside Parking Agreement. The Agreement now includes verification that a renter of an outside parking space resides full time at the Westbury and acknowledges that a user of an outside space will inform a Board representative and the Property Manager of any extended absence from the rented space. The second adopted proposal included a \$5. monthly rental increase to the outside parking rental fee for a total of \$35. a month effective October 1, 2013. The last increase was made in 2005. The monthly fee partially contributes to the upkeep of our driveway, paving and painting, and necessary signage.

**Work Completed** - Garage spaces 50-66 and 69-87 re-roofed; rotted boards on back of garages; replaced and painted, and neighbor requested to keep ivy off the back of the garages; two quotes received for replacement of basement windows in Building 869; ornamental cherry tree pruned; grounds weeded; Association owned rental unit leased as of August 14, 2013; boxwood relocated and rhododendron replaced in front of Building 30.

**Work Pending** - Completion of fuse/breaker conversion project, re-roofing of garages and pruning of shrubs; resolution of basement leaks, window issues and closing and sealing of all basement windows; action on fire alarm upgrade; replacement of interior and exterior water shut off valves; painting of laundry rooms; removal and replacement of dogwood tree in front of Building 20; removal, prior to snowfall, of temporary chain link fence located at north end of parking lot; relocation of lock boxes

## NOTICES AND REMINDERS

**Garden Clean Up** - By now all garden plots should be cleaned and all dead plant material, stakes and fixtures removed.

**Winter Parking and Snow Removal** - A cordoned off area located at the south end of the parking lot is designated as a "snow storage area". During the winter parking in this area is off limits. If snow is predicted, park in your garage or on the street unless a parking ban is in effect. If you must park in an uncovered parking area please move your vehicle early in the morning following a storm. Normal snow operations begin at 7:30 A.M.

**Emergency Preparation Plan** - The Emergency Preparation Plan outlines procedures that should be followed in emergency situations such as: fire, power outage, severe storm or any other disaster affecting our buildings. This Plan was included in the **Westbury Resident Information Guide** earlier in the year. Please familiarize yourself with its contents.

**Indoor Trash Chutes and Outdoor Recycling** Do not throw cooked or raw foods, food containers, hygiene products, kitty litter or any odoriferous items down the Indoor Trash Chutes.

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Please refer to the posted sign by the chute that lists items **Not For Disposal**.

All large and small cardboard boxes must be broken down and placed in the blue recycling dumpster. Plastic and Styrofoam packing materials are not recyclable and must be disposed of in the brown dumpster. Disposal of all electronic items into the waste system is prohibited by State law. Contact Green Monster at 860-816-2281 or [www.GMEcycling.com](http://www.GMEcycling.com) to recycle your computer and electronic equipment. There is no fee for recycling most equipment and Green Monster also accepts some small household appliances. For comprehensive instructions about trash disposal, removal and recycling refer to the **Westbury Resident Information Guide**.

**Live Christmas Tree Disposal** - The Town of West Hartford provides curb side pickup of live Christmas trees beginning January 1 and continuing two weeks thereafter. Your tree should be placed near the curb on Outlook or Farmington Avenues and not in or near the dumpsters.

**Acknowledgment** - Luis Colon, our superintendent, maintains our premises and completes specific work and grounds projects. The holiday season is approaching, if you wish to show your appreciation now may be a good time to do so. Please present your gift to him personally to insure that he receives it.

## CONTACT INFORMATION

**Association Mailbox Location** - The mailbox for the Westbury Condominium Association, Inc. is located in the outer lobby of 20 Outlook Avenue.

**Service Requests** - All service requests should be submitted to Imagineers' Administrative Assistant Barbara Struthers at [bstruthers@imagineersllc.com](mailto:bstruthers@imagineersllc.com) or by calling 860-218-1529. Requests can also be mailed to her attention at Imagineers LLC, 635 Farmington Avenue, Hartford, CT 06105. Business hours are 8:00 AM - 5:00 PM, Monday through Friday.

**Bookkeeping, Accounting and Resale Information** - Mr. Alan Comrie is the Association's accountant and handles all resale activity. Contact Alan at 860-839-1853 or leave him a note in the Association's mailbox.

**Resident Mailbox Name Tags** - If a new mailbox name tag is needed please submit your request via the Association mailbox or contact Lois Menold at 860-570-0051 or at [loismenold@comcast.net](mailto:loismenold@comcast.net).