

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE MEETING
MARCH 3, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on March 3, 2010. Chairperson, Joyce Falkin presided. Present were Ilona Levitz and Diane Shimoda-Peterson. Board liaison, Alan Sheckman was absent.

The meeting was called to order at 7:00 p.m.

MINUTES APPROVED: Two corrections were made to the minutes. Under Old Business, item number 3. Status of Single Vendor Management Report, the third sentence now reads as follows: The Board, however, needs to determine what they want before they can send out **requests for** proposals and interview vendors. (insert the words **requests for**). The second correction is listed under New Business, item number 2. Recommendations to the Board, Re; Admiral Contract Renewal, the word compost in the second sentence was changed to **compostor**. After the corrections were made the February 2, 2010 minutes were unanimously accepted.

MEETING NOTES: Joyce began the meeting by asking Ilona for an update on the front entrance project.

OLD BUSINESS:

1. **FRONT ENTRANCE REPORT:** Ilona reported that after numerous delays, due to an illness and death in Mr. Cianci's family, the date of March 5, 2010 has been established for Structural Engineer Cianci and Carpenter Esposito to meet at the Westbury and begin preliminary work which will

eventually determine the structural condition of the front entrances. Mr Esposito will charge \$45./hr. for his work. Joyce voiced her concern about the delays and Ilona responded that if the meeting did not take place as scheduled we would need to reassess whether or not we wished to hire Mr. Cianci. Ilona went on to report that at the last Board meeting Jerry Shimoda-Peterson stated that Dan Rosow had the name of someone who could create a bid package. Ilona contacted Dan and he forwarded a bid package to her that was prepared for him by Frazier, Lamson and Budlong, Architects and Planning of East Hartford, CT. Ilona contacted Larry Frazier and told him of our needs and he agreed to look at the Westbury facades. **She explained that we want to spec the same stock moldings that are on the buildings now. This is important because it is a huge cost savings. It also means we will not have to seek Town approval for our project.** Mr. Frazier knows we are working with Mr. Cianci and will submit a price to create a bid package. Two other people will need to be contacted and requested to submit bid package prices. This was confusing to Joyce and Diane because their understanding was that an architect was not needed to create the bid package and that the structural engineer's report would include recommendations that could be used as specifications. Ilona explained that the engineer would provide information about the internal structure and the architect would address the external structure ie. facade moldings, fascia, awnings, etc. Diane asked if someone other than an architect could create a bid package and Ilona replied that a draftsman could. Diane suggested that we get bids from both an architect and a draftsman and it was agreed that Diane will contact draftspeople and inquire about bid packages. It is expected that after the bid package is completed it will be sent to Tony Esposito, Raymond Martin, Eric Hartung and Scott Savoie **and any other carpenters who may be interested in bidding. They will be asked to respond with their proposals within the date deadline specified by the bid package.**

2. AWNING DESIGN ISSUES AND DECISION RE: WOOD ROT: Because of Tony Esposito's assessment of wood rot, attributed in part to the work done to place the awnings over the entrances, it is strongly felt that this issue must be addressed by the person developing the final specifications for the bid package in order that we do not have a recurrence of the problem.

AWNING COLORS: We viewed two color samples, one salmon and one brown, **both of** which we vetoed. We decided **to recommend to the Board, that we** retain the present color and design.

3. FRONT ENTRANCE WORK AND BID SCHEDULE: At the present time we cannot establish target dates and estimated costs. We expect the sequence of events to unfold as follows: 1. Meeting between structural engineer and carpenter on March 5, 2010. 2. Ilona will check with Structural Engineer Cianci as to when we can expect to receive his report. **3. We will make available to all bid package bidders, the structural engineer's report.** 4. **We will ask three qualified professionals (architect, draftsman) how much their fee would be to create a bid package.** 5.. **We will present the most qualified bid proposal with the lowest fee for approval to the Board.** 6. **If approved by the Board, hire and proceed with all appropriate agreements in place, ie. deadline, payment agreement, etc..** 7. **When the package is completed it will be distributed to four carpenters for a final and best bid.**

4. CHENAIL CONTRACT: The Chenail Contract is up for renewal at the end of March 2010. Lois Menold, Board member, e-mailed Joyce Falkin and requested input from the Buildings and Grounds Committee regarding this. Joyce showed us a sample of a check off list for lawn and tree care printed on cardboard that Chenail previously left for us after they completed work. She would like them to reinstate this procedure and would like them to tell us when and what they are feeding the shrubs and if they are spraying for mite infestation.

5. WESTSIDE ~~CONTRACT~~: Multiple concerns impact the landscaping/lawn restoration work, specifically, the cement repair work and drainage work at Building 869 which would again disrupt the lawn area. Drainage work is scheduled to take place in the Spring, however, there is some question as to

when the work can begin. The Town of West Hartford plans to do extensive road work on Farmington and Outlook Avenues this year which must be coordinated with the Westbury's work in order that our drainage runoff connects into the town's system. Board President, Marty Levitz plans to meet with town officials in order to learn the town's commencement date and to coordinate our efforts.

The retaining wall, lawn restoration work, reseeding etc. should take place after this work is completed. On December 6, 2009 Westside Landscaping sent the Association a quote totaling **\$33,200. for various projects**. The Committee would like Westside to present a more detailed explanation of the work to be conducted before we agree to the quote.

TREE AND SHRUB REPLACEMENT: In part, due to the expense, Joyce suggested that we space out the tree and shrub replacement work. She thought that we could replace the shrubs in the spring and the trees in the fall which would enable us to spread the work over two fiscal years. It is our hope that the shrubs that were relocated last fall have survived the move and are healthy. If so, we would require less shrubs than originally anticipated.

6. **ADMIRAL CONTRACT:** It has been suggested that we renegotiate our contract with Admiral and increase our weekly contracted hours from seventeen to twenty at an additional cost of \$4000. yearly. A person could work four hours each day, five days a week. Joyce suggested that Monday work could continue as is, ie. emptying compactors, removing recyclables and cleaning composter rooms. Each Tuesday, Wednesday and Thursday could be dedicated to cleaning one building a day. Fridays could be reserved for cleaning the laundry rooms, toilets and doing special chores, ie. mopping floors and wiping down railings as needed. The building monitors would check on the work and document whether or not the work was adequate and/or complete. Ilona would also like an Admiral representative to provide oversight at least once every two weeks. This would make Admiral accountable and alert them if the work being performed was not meeting contract standards. If the work continued to be of poor quality we could consider switching vendors.

7. **BUILDING MONITOR REPORTS:** Nothing new submitted.

8. **ASSOCIATION MANAGEMENT RESTRUCTURING/REORGANIZATION:** To be discussed at a later date.

NEW BUSINESS:

1. **NEWSLETTER:** The Committee plans to publish a newsletter four times a year with the help of an Enhanced Management designee appointed by Lon Brotman. Diane has had experience publishing resident newsletters. The content of the newsletter must be approved by the Board. It was suggested that we request the Board to submit material for publication. Topics could include information about the reserve fund and budget surpluses and information about upcoming projects. Joyce is willing to submit an article about resident gardening. Newsletter entries could correspond with the seasons, ie. spring gardening, winter plowing.

2. **FRONT ENTRANCE LIGHTS:** The Committee agreed that we wish to keep and refurbish the present lights located on the front entrances of the buildings. We do, however, need to find out the cost, if needed, of any electrical refurbishing versus the cost of purchasing new lights.

3. **TIMING OF FRONT ENTRANCE WORK:** Because of the surplus in the budget we may have enough monies to complete all three entrances this year as opposed to postponing one until the Fall of 2011 and/or requesting a special assessment to complete all three this year.

4. **BASEMENT CLEANLINESS:** See item number 6. Admiral Contract listed under Old Business.

The meeting was adjourned at 8:45 p.m.

Our next meeting will be held on April 5, 2010.

Respectfully submitted by Diane Shimoda-Peterson