

The meeting was called to order at 7:00 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Todd Darch, Treasurer; Yvette Blanchard, Director; and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager.

Alan Shechtman began the meeting by asking for approval of the Minutes from the August 16, 2016 Board meeting. Since there were no corrections or additions to be made, all members voted to approve the Minutes as written.

Financial Report – Alan Comrie

Alan began his remarks by stating that there were not a lot of unusual items to comment on regarding August results. Westbury's net income for the month came in at \$22,219. Under utilities, water consumption among the three buildings exceeded the budgeted amount by \$1,787. The cost of gas is increasing but not as much as compared to the water increase.

Joyce Falkin stated that per advice from Peter Hankard, Westbury's trees must be hydrated as they are under stress from lack of moisture. The increase in water consumption could be attributed to outside watering during the month.

Cash balances by Fund as of August 31, 2016 were: Operating Fund: \$115,156.19; and for the Reserve Fund: \$185,328.08, resulting in total cash on hand of \$300,484.27 at August 31, 2016.

Alan continued by directing the Board's attention to Page 7 of the August financial report showing a Reserve Fund Cash Analysis exhibit as of cash on hand at 08/31/2016, with projected cash as of September 30, 2016 from both United Bank and First Niagara at \$176,377.60. Alan will send the Board a revised analysis by bank as we approach the end of September. He concluded his report to the Board by stating that "overall, we're still in healthy shape."

Property Manager's Report – Brian Milano

Since the August 16, 2016 Board meeting, Brian updated the Board with recent activities:

- Luis has done twice-weekly cleaning of building roofs for removal of leaves and branches;
- An air-conditioning unit in Bldg. 30, Unit 104 was repaired by the Shaffer Company of Bristol, CT. The unit was low on Freon;
- Recently, Luis has installed garage door handles on all doors and he will begin weather-stripping during the coming week;
- Marchion & Faucher/Newington, CT will be on site in October to prune branches they neglected during a previous visit and which were specified in their contract of Fall 2015;
- Several letters of Rules Infractions have been mailed;
- E-mail communication has been received concerning Bldg. 30, Unit 302 window status update from John Kroll, Sr. Project Mgr. at Lockheed. Lack of manpower to perform the work as stated in the e-mail was the main reason for the delay, but John Kroll is to provide notification at least two weeks in advance before work will commence;

(continued)

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

- Todd Darch and Brian “walked the property” regarding concrete work. Small areas missed were discovered as well as some cracked concrete to be filled. Also added were 268 additional square feet which were not on the original quote from Joslin Concrete of East Hartford, CT;
- Brian and a representative of Joslin “walked the property” on Friday, September 16, 2016 and the representative provided a quote for painting the front walks and stoops leading to each Westbury building;

A discussion among several Board members ensued concerning matching the color of the concrete and the timing of painting front-of-building stoops. Spring 2017 was considered a favorable time for beginning this work.

- L & M Paving provided a quote for filling cracks in the parking lot; their price was \$800;
- Luis has ordered another A/C fan motor for Unit 304, Bldg. 869, and it will be installed before the end of the week (Friday, September 23, 2016);
- At the request of a unit owner, the exhaust fan in Bldg. 20 has been turned off. The fan was on a timer and was located near Unit 106;

Both Alan Shechtman and Todd Darch commented that they would like details regarding the turn-off of the exhaust fan (requested by whom, when), as the fan may be serving more than one unit. Todd stated that the fan needs to be turned on.

- A home improvement form has been received from the Owner of Unit 308 in Bldg. 30;

Alan Comrie reported that as he was approaching the rear entrance of Bldg. 20, a very loud noise occurred about a week prior to the September 20, 2016 meeting. He stated the noise could be from a furnace room. Brian responded that he would have a furnace repair person come on site on a day when Luis could provide access.

Brian added nothing further to his report to the Board.

OLD BUSINESS –**Proposed Budget: Fiscal Year 2016–2017**

Alan Comrie reported that this fiscal year's budget does not involve a lot of change from the budget for the prior year. Any changes to the 2016–2017 budget are the result of contracts, in general, according to Alan.

Alan Shechtman proposed the following Motion for the Board's approval:

That the Westbury Board adopt and approve the proposed budget for the Fiscal Year 2016–2017.

Board members gave unanimous approval to the proposed budget.

Prioritization of Landscape Proposals

Todd Darch reported that he and Joyce Falkin have been working on landscape considerations involving:

Prioritization of Landscape Proposals (cont'd.)

- an extension of the rock wall along the driveway to Farmington Avenue;
- an irrigation system for the property;
- the additional trimming of trees and shrubs;
- replacement of aged plants/shrubs on the property.

Todd further reported that last Fall (2015), two large trees were removed at the southern end of the property near Bldg. 30, and he and Joyce considered the re-location of a Japanese maple, although Peter Hankard of Marchion & Faucher advised that it would be expensive and “dicey”. However, Peter stated he could offer another tree.

Joyce Falkin reported that she has been working on pricing for an extension to the rock garden wall, and she will have further information on this subject at the next meeting.

Alan Comrie mentioned that when entering the driveway, he noticed that after a tree was taken out within the last year, the workers never “re-pitched” the area surrounding the removal. Todd Darch responded that there would be some excavation to that area which will fix the “drop”, and a quote will be forthcoming.

Todd and Joyce spent an hour with Peter Hankard reviewing the work that was not done last Fall (2015) per Marchion’s contract as stated at that time. An overall price of \$4,000 was furnished by Peter; this would include removal of a Norway spruce behind Bldg. 20 garages near the small walkway leading to the driveway.

Todd spoke with JH Property Services about removing the aged yew trees behind Bldg 20. JH’s quote came in at \$2,200.

Todd also made contact with several irrigation vendors, among them Chenail LLC and TradeWinds. His preference is to pursue negotiations with Chenail. Alan Comrie offered that from a personal perspective, Chenail is very professional and their work is reflective of that standard.

Mailings: Collection Rules, Property Transactions, Pet Survey

Alan Comrie, Westbury’s bookkeeper, and Brian Milano, Property Manager, are working on collection rules.

Joyce prepared a draft, “Proposed Protocol for Westbury Real Estate Transactions” for the Board’s review and suggestions. She distributed the draft during the meeting, and stated that she would be working with Brian Milano on the draft, as Imagineers’ letterhead should be used when the draft has been finalized.

Joyce stated that the pet survey is ready to be distributed. She voiced concern about communication between Westbury and Imagineers. Further, she would like to see lock boxes go in the receptacle now available in each outer lobby.

Mailings: Collection Rules, Property Transactions, Pet Survey (cont'd.)

Todd Darch inquired about a list of current rental units at Westbury. Alan Comrie replied that there is such a list. Further, Todd asked if there are lease copies furnished by the owners who rent units, and emphasized that investor owners need to be/should be furnishing this information whenever a new tenant signs a lease, giving a copy of the lease to the Westbury Board.

NEW BUSINESS –Discussion of Westbury/Imagineers' Future Relationship

Alan Shechtman, Joyce and other Board members agreed that discussion should consist of structuring a conversation toward:

- Consideration of a renewal contract with Imagineers;
- A 5-day work week for Luis Colon; and,
- Delineation of Luis' duties: discussion between Brian Milano and Luis, followed by
- Discussion with Brian and Board members

Todd Darch inquired as to how Luis accounts for his time, further stating that Westbury has a professional management company that should be involved in the details that contribute to making the property function smoothly. "We've got to get less involved..." according to Todd, referring to phone calls made to Joyce. "Luis should not be calling you," as stated by Todd. Todd feels that "Luis has too many bosses." There should be Board liaison with Brian who will, in turn, communicate to Luis.

Alan Shechtman stated that the "potential for bringing Luis on for five days a week ... the savings on sales tax (on Luis' labor)" would definitely be to Westbury's advantage. Todd replied that he and Alan Comrie had calculated the lower sales tax factor into the proposed 2016-2017 budget.

Further, Alan Shechtman stated that the Board needs to establish what are our expectations working with Imagineers, and communicate those expectations to Brian.

A discussion arose among Board members concerning a liaison with Imagineers, and having a Board member to act as such. Todd suggested nominating Alan Shechtman; however, because Alan's work schedule does not permit him to be available on most days of the week, Board members agreed Alan would not be the liaison.

Todd offered to be the liaison, stating he would be willing to assume this responsibility.

Brian Milano will prepare a list by day of Luis' duties and work schedule, and have it available in the next few days for the Board's review.

AUDIENCE TO VISITORS

Patty Brulotte, Bldg. 20, related to the Board that new lockboxes will be replaced for realtors in the area, and she will advise those realtors whose lockboxes are still visible in outer lobbies at Westbury to use the "Realtor Lockboxes" receptacle so designated.

APPROVED

AUDIENCE TO VISITORS (cont'd.)

Bob Walsh, Bldg. 30, asked whether the interior renovations have officially come to an end, relating that there is an issue with baseboard carpet in Bldg. 30. Both Alan Shechtman and Joyce stated that there are some issues that need attention, among them carpet in Bldg. 30's elevator.

No other questions or concerns were raised by members of the audience.

Alan Shechtman reminded the audience and Board of the Budget Ratification meeting scheduled for Tuesday, September 27, 2016, with sign-in at 6:30 and the meeting at 7:00 PM.

He also reminded everyone of the date for the next meeting of the Board to be held on Tuesday, October 18, 2016 at 7:00 PM.

ADJOURNMENT

Alan asked for a Motion to adjourn this meeting. The Motion was approved and seconded by Board members for adjournment. The meeting concluded at 8:28 PM.

Alan proposed that a Motion be made to enter into Executive session. Board members gave their approval to hold an Executive session.

**Susan Ahearn
Recording Secretary**