

**CONFIDENTIAL**

WESTBURY CONDOMINIUM ASSOCIATION, INC.  
BUILDINGS AND GROUNDS COMMITTEE  
MARCH 7, 2011

A meeting of the Westbury Condominium Association, Inc. was held on Monday, March 7, 2011. Chairperson Joyce Falkin presided. Present were Marcia Shaughnessy, Diane Shimoda-Peterson and Board liaison Alan Sheckman.

The meeting was called to order at 7:15 PM and a motion was made, seconded and passed to approve the minutes of the February 7, 2011 meeting minutes as written.

In accordance with the "new Act" condominium law, the Buildings and Grounds agenda was posted 10 days in advance of the meeting. No visitors were present.

#### UNFINISHED BUSINESS AND PENDING MATTERS:

##### 1. FRONT ENTRY PROJECT/ Finances, Priority Construction, Westbury Sign:

In order to complete a report on the Front Entry Project, Joyce has requested financial information from Alan Sheckman, Board Liaison. Alan S. stated that the project came in close to what was budgeted and that our accountant, Alan Comrie, will forward the requested information to her. There were questions regarding the amount of taxes billed to the Association by Priority Construction and The Awning Place. The Awning Place issue was resolved and Priority Construction was paid for the full amount of taxes billed.

Evan Walsh from Arteffects Sign Company has contacted Joyce twice about whether or not we plan to engage their services. Joyce explained to him that we have expended our budget for this fiscal year. He asked that we contact him when we are ready to move forward. To date, four different sign companies have been contacted, however, no decision has been made on the choice of a company to design and execute a sign. Street work by the Town of West Hartford is supposed to take place this year. This work will impact the frontage of 869 Farmington Avenue where a new WESTBURY sign may be located. It was suggested that it may be wise to delay any decision about the WESTBURY sign until the town's work is completed.

##### 2. JANITORIAL CHECK OFF LIST, INSPECTIONS BY MONITORS AND ENHANCED MANAGEMENT:

This item has been tabled.

##### 3. CONFIRMATION OF CHANGE OF GARAGE CLEANING DATE TO APRIL 30:

Alan said that Enhanced Management should handle the change of the garage cleaning date from the current contracted date of June 30, 2011 to April 30, 2011. The Buildings and Grounds Calendar, along with all of our contracts, should act as the trigger for Enhanced Management to alert vendors of agreed upon work dates and also allow Enhanced Management enough lead time to provide adequate oversight of vendor's work. The Board needs to review, discuss and approve the calendar and its proposed use and inform Enhanced Management about their duties as relates to it. A lot of work is scheduled to begin soon.

##### 4. DESCRIPTION OF PROCESS FOR SLATE CLEANING MAY 11-12:

Kathy Sibley contacted Rich of Chem Dry and asked for information about the slate cleaning process and requested that he pass the information on to Alan Sheckman.

##### 5. DESCRIPTION OF RUG CLEANING MAY 18:

Chem Dry is also the rug cleaning vendor. Please see above #4.

#### 6. NOTIFICATION TO RESIDENTS OF ABOVE PROJECTS AND REQUIRED RESIDENT PROCEDURES:

Prior to the work taking place, the Board will send a letter of notification to residents outlining the procedures to be undertaken by them during the scheduled dates for slate and rug cleaning.

#### 7. PROPOSAL FOR SHRUB REPLACEMENT PROJECT, SPRING 2011:

Joyce reported that the total cost for 10 shrubs ( rhododendrons, arborvitae, laurels, cypresses and azaleas) and the labor to plant them should come in around \$2,000. This figure was arrived at by estimating the cost of 10 shrubs at \$100. each, which totals \$,1000. and estimating the cost of labor at \$1000. If we cannot purchase the plants this spring she proposed that we postpone the planting until the autumn.

#### NEW BUSINESS:

##### 1. OPEN GARAGE DOORS:

There are four or five operable garage doors that are consistently left open which poses a security risk. Alan stated that residents should notify Enhanced Mangement when they observe doors open for a long period of time. If an individual consistently non-complies, the Board will first send the person a reminder warning and if the problem continues, impose more stringent sanctions, ie. a fine.

##### 2. ELECTRONIC DISTRIBUTION OF NEWSLETTERS:

Joyce sends 17 people newsletters by U.S.mail each quarter. In the future, these people will receive the newsletter electronically. Diane will request the e-mail addresses of these individuals from Joyce and Bob Huhtanen, and will arrange for the newsletters to be sent over the internet.

##### 3. POSTING OF NOTICES FOR RESIDENT GARDENING OPPORTUNITIES:

April 1, 2011 is the target date for a notice inviting residents to reserve a gardening spot. A notice can also be placed in the May newsletter.

##### 4. PURCHASE OF NEW AND UNIFORM PLANTERS FOR FRONT STEPS:

The Committee would like to purchase two new planters for the front of each building, six in total. However, knowing of the budgetary constaints, Joyce and Diane are willing to try to remove the paint from the planters in front of Buildings 869 and 20 and restore them to their original color/cement. The planters at Building 30 have not been painted.

##### 5. BUDGET ITEMS FY 2011-2012:

Overall Westbury finances are tracking on budget, however, there may be unanticipated additional expenses ie. repairing and/or replacing the tar and gravel flat garage roofs. If this is deemed a priority by the Board, money may not be available to fund all of the FY 2011 Buildings and Grounds recommendations. Knowing this, the Buildings and Grounds Committee will resubmit some of the FY2011 recommendations for consideration in FY2012 to the FINCOM and to the Board.

##### 6. PROTOCOL FOR OPEN MEETINGS:

A motion was made, seconded and passed that in the future all Building and Grounds business meetings will be held in the common area basement of Building 20. Joyce requested that the motion be amended so that the Committee follows the same protocol as practiced by the Board and that all visitors will be seated in the chairs facing the table as practiced at the Board meetings. The amendment was seconded and passed.

#### OTHER:

##### 1. PURCHASE CARPET FOR OUTER LOBBY OF BUILDING 30:

A longer "water hog" carpet needs to be purchased for Building 30's foyer in time for it to be laid down right after the cleaning and sealing of the slate floor.

A motion was made, seconded and passed to adjourn the meeting at 8:30 PM.

An Executive Session took place after the business meeting.

Respectfully submitted by Diane Shimoda-Peterson