

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

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

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

Minutes Approved: Under Old Business, item #7., Association Management /Reorganizing; delete the sentence beginning with Ilona recently spoke with Alan Comrie and insert **Ilona asked Alan Comrie if a request could be made of Admiral to include a list of "work accomplished" with their monthly invoice. The list of "work accomplished" would be distributed to the building monitors for verification.**

After the sentence was changed the April 5, 2010 minutes were unanimously accepted.

**OLD BUSINESS:**

1. **CORRECTION OF MARCH 5, 2010 MINUTES:** Under Old Business, item #5., remove the word **CONTRACT** in the heading.

2. **UPDATE ON FRONT ENTRANCE PROJECT:**

**BID PACKET:** On Wednesday, April 21, 2010, Ilona spoke with Mike Delissio, a builder from Glastonbury, regarding our need for someone to prepare a bid packet for our front entrances. Mr. Delissio indicated that besides preparing a bid packet he would also like to bid on the work. Ilona told him that she was not comfortable with the bidder doing the bid packet. Mr. Delissio then reported that a colleague, Designer Don Carey, could prepare a bid packet. It was agreed that the two men will meet with Committee members and resident consultants on Thursday, May 6, 2010. In preparation for the meeting, Ilona has e-mailed the men the Cianci report, which they have both read. Mr. Delissio plans to bring a sample of a composite wood product that is impervious to moisture and is not plastic looking for us to view. The product is called Azek. It comes in white but can be painted in any desired color.

Ilona went on to state that the Cianci report, though detailed, did not address the area above the doors where there is wood rot and where flashing is needed. Because of the need for the bid packet work to be specific and complete, she suggested that an Ad Hoc Committee be formed comprised of individuals who have had experience with construction and renovation. Alan thought that we didn't

need anything that formal. He stated that our committee is presently empowered to meet with advisors. It was agreed that the Committee would seek out people with expertise in construction for advice. Diane requested that Ilona recontact Mr. Cianci and ask him to address the moisture problem above the doors and the need for flashing. Ilona will also discuss this issue with Mr. Delissio. When contracting with vendors the Westbury uses a general contract that was drawn up by an attorney. There was some discussion as to whether this contract will be sufficient or whether we will need something more detailed. Joyce requested that we see a **blank copy of the generic contract, a copy of the contract as proposed for comment, and a copy of the contract that is executed for the Building and Grounds files.**

**MEETING WITH STATE AWNING:** The Committee members met with Jim Fitzgerald of State Awning. We discussed the installation of the awnings in relationship to the moisture problem on the molding above the doors. Because of the gaps between the bricks and the awning frame, water flows onto the top molding above the doors, which contributes to the wood rot. Mr Fitzgerald said that a piece of metal could be welded to the awning frame in order for it to be flush with the brick. This may help alleviate the problem.

### 3. WESTSIDE SPRING WORK:

**RESEEDING AND SHRUBS:** Joyce reported that it is too late to reseed in front of Buildings 20 and 30. Sod will be put down instead and the goutweed and euonymous will be removed. Bob Hutanen has been informed that he may remove the euonymous for his home on the Cape . Alan will contact the Board regarding the purchase of shrubs for Buildings 20 and 30 at an estimated cost of several hundred dollars. He will also ask the Board to approve the purchase of mulch at an estimated cost of \$1700. and to approve the resodding/reseeding behind Building 20, (Maggie's old garden near the sidewalk).

4. **NEWSLETTER:** Diane reported that the next newsletter will be distributed on August 1, 2010. She plans to report on the work that the various committees do and solicit for new members. There will be a report on the Annual Meeting and newly elected Board members. Hopefully, there will also be news about the parking regulations and driveway paving and drainage. Alan reported that the Board has contracted with an engineer to do a drainage plan for the Outlook Avenue exit. When the plan is completed it will be sent to contractors for a price quote. It is expected that we should hear from the contractors by early June. Diane will speak to Kim Jarvis of Enhanced Management regarding the turn around time for the newsletter. The Fridays of the first week and the last week of the month are the best times for her to complete the work.

5. **CHAIRS FOR BUILDING 30:** Diane and Bertha Calabrese have visited three stores and have viewed leather chairs in the \$450. range. Leather is preferable over other material because of its durability and its resistance to soil. They plan to visit other area stores including BKM. Alan will contact LESRO and inquire if they have anything suitable.

6. **BASEMENT CLEANUP:** By May 24, 2010 all residents should have removed personal belongings from the basements. It was suggested that this would also be a good time to clean out the shed. It has yet to be determined whether we will hire someone to remove the residual items or whether we will rent a dumpster. To encourage people to remove their belongings and to deter

Building and Grounds: Final copy of minutes for May 3, 2010 - au.net ... nup://us.mc837@mail.yahoo.com/mc/showmessage?smid=8&interBy=8...

people from cluttering the basements again in the future, it has been suggested that we send letters to people threatening them with fines or that we hire a person to do the work and then divide the cost between all the owners.

NEW BUSINESS:

1. APRIL BUILDING MONITOR REPORTS:

Building 869 - No changes

Building 20 - No changes

Building 30 - No report

2. DISCUSSION OF PROPOSALS FOR REORGANIZATION AND DELIVERY OF JANITORIAL SERVICES: The Committee continues to propose that the Westbury increase its contracted hours with Admiral to 20 hours per week and that Admiral provide us with a designated worker. (Over the past few weeks, Dennis has been absent and other workers have been filling in who seem to be unaware of the cleaning duties and routine). Additionally, attached to their monthly invoice, we would like Admiral to provide a list of the completed work for that month. This attachment can be distributed to the building monitors for verification. If we find that the work has not been completed as outlined, we will request that the Board or Property Manager lodge a complaint with Admiral so that they may rectify the situation.

3. SIGNAGE: The Committee discussed the need for unified signage throughout the Westbury grounds beginning with **The Westbury** sign in front of Building 869. It is hoped that **the sign** can be fabricated in the near future. It is anticipated that new parking and directional signs will also be needed.

The meeting was adjourned at 9:00 p.m.

Our next meeting will be held on June 7, 2010

*changed to Tuesday June 1 because of conflict with Annual Meeting*

Respectfully submitted by Diane Shimoda-Peterson