

WESTBURY CONDOMINIUMS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING JULY 19,2012

**MINUTES(draft)**

Attending: M. Levitz, A. Shectman, R. Huhtanen, L. Swanson  
Absent: D. Rosow also attending: S. deMello, Imagineers and  
A. Comrie ARC S. S.

This meeting was called to order at 6:33 PM by Alan Shec tman.

Minutes of the Annual Meeting held on June 4<sup>th</sup>, 2012 were reviewed and no changes were suggested. These minutes will be presented for approval by unit owners at their next meeting.

Minutes of the June 21,2012 Board meeting were reviewed and approved as drafted.

Patty Brulotte reported that there no new activity from the Ad Hoc Committee. Susan Ahearn reported no news from the Bylaws Committee. Lois Menold reported that the FINCOM would be reviewing electric bills.

Alan Comrie presented the monthly financial report for June 2012. He indicated that the 'operating fund' surplus was \$30,551 thru the end of June. The 'reserve fund' cash balance was \$251,917. The 'operating fund' cash balance was \$84,797. Mr. Comrie will follow up with CNG concerning access to their account history reports. Mr. Comrie requested that the Board meet in Executive Session to consider collection and billing matters.

S. deMello reported for Imagineers on activities during the past month. Mr. deMello reported that their on-site employee, Luis Colon, had started work on Monday, July 16<sup>th</sup>. Cost estimates are being prepared for cladding some garage wood trim. A quote for replacement of the pump on the compactor in #869 is due shortly. The Town has reviewed drainage plans and requested minor changes. These changes will be reviewed with Peter Parizo. Mr. Levitz reported on a bee infestation which was eliminated by All Seasons Pest Control.

Mr. Shectman reported that the sign for the parking area has been completed and will be installed shortly.

Mr. deMello advised that he is working with Accent Glass on issues of glass replacement. Mr. Huhtanen will work with him to arrange contact with Graham.

Mr. deMello agreed to draft and distribute a notice to owners and residents concerning Luis Colon's duties, hours and responsibilities.

Mr. Huhtanen reported that he will be working with Imagineers to secure additional quotes for fire alarm upgrades. Mr. Levitz will provide contact information for Simplex-Grinnell.

Mr. Huhtanen will follow up with LKG Contracting concerning a proposal to address roof and a/c issues..

There was a discussion of emergency power generation. Mr. Levitz suggested that since #869 had not lost power that that building be linked to #20 and #30 by underground conduits to be used to provide power to them in the event of an emergency. Mr. Comrie suggested that phone lines required to notify fire officials might be routed in a similar manner.

A motion was made, seconded and passed to engage a mechanical engineer to explore the feasibility and cost of such an installation.

Mr. Shectman reported that he will follow up with BT Lindsay concerning the fan motor failure matter.

The Board discussed the matter of the engagement of a consultant to assist the Ad Hoc Committee and Board with plans and execution of the common hall and lobby renovation project. Mr. Huhtanen provided copies of his July 1<sup>st</sup> memo entitled "Where do we go from here" for discussion. L. Swanson suggested a need for timelines and due dates to be included in any plans. Mr. Shectman suggested that the Board should work to develop a consensus as to the services etc. that ought to be discussed with Quisenberry-Arcari. Following this discussion the Board agreed to develop this consensus by exchange of Emails.

Mr. Huhtanen presented the Board with copies of an Email from Bouvier Insurance concerning insurance renewal; the loss history from CAU, our current carrier, and a summary of the Association's current coverage. The renewal date is Oct. 1<sup>st</sup>, 2012. Huhtanen suggested that if Board members are aware of brokers who represent competitive carriers that such brokers be offered the opportunity to obtain quotes.

The Board reviewed and discussed a proposed schedule for budget preparation and adoption. Following review the Board agreed to adopt the proposed schedule.

Mr. Levitz requested that Imagineers prepare a report on monthly fees in other condo complexes.

The Board heard comments from unit owners regarding maintenance activities, reserve funds, and plans for common areas.

Mr. Levitz suggested a need to label fire doors. Mr. deMello will work with Alan Sheckman to develop suitable labels and instructions for use of fire doors.

The Board agreed to set its next meeting date for Thursday, August 23<sup>rd</sup> at 6:30 pm.

The Board voted to enter Executive Session to discuss collection and billing matters.

Following the Executive Session, the Board agreed to have Alan Comrie forward copies of two demand letters sent by Atty. Isaacson to two owners to the Board. A condominium fee collection matter will be referred to Atty. Isaacson who had originally been involved in this collection issue.

A motion was made seconded and passed to adjourn at 8:25PM.