

**WESTBURY CONDOMINIUMS ASSOCIATION INC.  
BOARD OF DIRECTORS MEETING  
MAY 15,2013**

**MINUTES**

**Attending: A. Sheckman, R. Huhtanen by SKYPE, M. Levitz and D.Rosow also attending A. Comrie and B. Milano**

**A. Sheckman called the meeting to order at 6:37 PM.**

**Minutes of the April 25, 2013 Board meeting were reviewed. M. Levitz made a motion to amend the minutes of the April 25<sup>th</sup> meeting on page four of the draft to say that the vote concerning the RFP was passed by a tie to one vote. R. Huhtanen seconded the motion and the motion was passed. A motion to approve the amended minutes of the April 25<sup>th</sup> meeting was adopted.**

**P. Brulotte of the Ad Hoc Committee reported on the current status of the RFP for designer services. Receipt of proposals is now set for 'on or before' May 30<sup>th</sup>.**

**There was no report of the Bylaws Committee. S. Ahearn was not present. The Board agreed to discuss the "notice and comment" response received concerning changes to "Parking" in the Resident Guide. Only one party, L.Menold, had submitted written comment. Following discussion motion was made by R. Huhtanen, seconded by A. Sheckman to have A. Comrie, L. Menold, and S. Ahearn meet to resolve the issues raised in Lois Menold's May 15<sup>th</sup> 'notice and comment Email. If there are no material or substantial changes to the "Parking" matters sent out for notice and comment then the proposed changes to the Resident Guide should be considered settled and approved. Notice of the the meeting of A. Comrie, L. Menold and S. Ahearn should be provided in writing to the Board on or at its next meeting.**

**There was no report of the FINCOM.**

**A. Comrie presented the full and complete financial reports for February and March 2013. He reported that we are “operating under budget plan as regards expenses after the first six months of the fiscal year. He reported that Imagineers is changing its method and presentation of the hours and activities of their on-site worker. He reported that filing of an updated report with the CT Secty. Of State will occur after the Annual Meeting and the election of officers. M. Levitz will deal with the closing of an old account at First Niagara which currently has a balance of \$834 approximately.**

**The Board agreed to deal with Accounts Receivable in Executive Session.**

**Brian Milano of Imagineers presented the Property manager’s report. He indicated that Otis Elevator had completed the installation of “OptiGuard” door controls. He is following up with Westside concerning restoration of snow plow damaged areas. The elevator ‘stop switch’ was replaced at no cost. A meeting has been set with LKG Contracting to inspect roofs; review a contract for garage roofs at #50-66; and to check garage roof leaks at spaces 61,7, and 1etc. They will also examine roof top A/C units etc.M. Levitz suggested that they should examine east facing fascia on garages as well as a problem of ‘buckling’ cladding on the north end of garages 64-66. LKG will be asked about Town approvals of the use of plexi-glass in the elevator skylights. A proposal from Premier for window washing in June is pending. Milano presented a detailed report on the fuse/breaker conversion project. He indicated that they hope to have the project completed in July. E.A Quinn is to apply mulch later this week.**

**The Board agreed to discuss ‘bill backs’ in Executive session.**

**The “Resident Guide” Parking matter was resolved earlier as noted in these minutes.**

**The Board discussed the Imagineers contract renewal. A line by line comparison of the ‘renew’ contract versus the existing contract conducted by R. Huhtanen revealed that they are identical therefore A. Sheckman will sign the renewal contract**

which covers the period May 1,2013 to April 30,2014 unless there is an early termination as provided.

R. huhtanen reported that he had not yet sent notice to local real estate agents regarding placement of 'lockboxes' but would do so shortly.

The Board discussed preparations for the Annual Meeting. A. Comrie is preparing the meeting notice. Reportedly Ted Calabrese and Ilona Levitz are considering seeking election to the Board. The Board agreed that some written notice to the Association should be given by those who wish to seek election and would want to see their names listed on the ballot.

A. Comrie reported that the project to improve and organize Association records is moving forward and should be completed within the next month.

The RFP for designer services has been sent and as reported earlier the date for receipt of proposal set at May 30<sup>th</sup>.

Mr. huhtanen noted that the "elevator notices' received from the State need to be referred to Brian Milano to be certain that we comply with them.

The Board discussed a report from D. Shimoda Peterson and J.Falkin concerning replacement and new additions of trees and shrubs. Following discussion a motion was made, seconded and passed to approve a proposal from Westside to provide and install six trees including a "Japanese Red Maple' to be placed at the north rear entry to #20 Outlook at a cost of \$2000. The \$2000 to include six trees and assorted shrubs.

Under 'audience to visitors' the Board heard comments regarding whether or not discussions of proposals from interior designers would occur in 'open sessions'. It was agreed that they would. The attendance of Board members at scheduled Board meetings was left to the Board to deal with; the possibility that spouses could serve as Board members at the same time was raised. The Board agreed to refer the matter of attendance

**at meetings and the issue of spouses serving on the Board at the same time to Attorney Howard Rosenberg.**

**The Board agreed that it would not set a date for its next meeting due to the pending June 3<sup>rd</sup> Annual Meeting.**

**A motion was made seconded and passed to enter Executive Session to discuss legal and collection matters.**

**Following the Executive Session and its return to regular session the Board voted to give two unit owners each of whom have substantial balances outstanding with the Association until the end of the day, Friday, May 17,2013 to pay the balances due. Failure to pay will result in immediate legal action and referral to an attorney for collection at the debtors expense**

**There being no further business the meeting adjourned at 7:37 PM.**