

**WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE MEETING
APRIL 5, 2010**

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on April 5, 2010. Chairperson, Joyce Falkin presided. Present were Ilona Levitz, Diane Shimoda-Peterson and Board liaison, Alan Shectman.

The meeting was called to order at 7:00p.m. The March 3, 2010 minutes were unanimously accepted.

MEETING NOTES: Joyce began the meeting by asking Ilona for an update on the front entrance project.

OLD BUSINESS:

1. FRONT ENTRANCE REPORT: Ilona related that she and Diane met with Structural Engineer Carl Cianci and Architect Joe Campanella of Design Alliance on the day the front entrances were inspected. Mr. Cianci later sent a report which the Committee members have read. The report indicated that the three buildings had no structural damage, however, it did have issues related to the age of the buildings and water damage, ie unaligned doors, wood rot etc. (Please see the report for specific details). In the report Mr. Cianci outlined his findings and included strategies to repair the problem areas. At the meeting, Ilona explained to Mr. Campanella, our need for a bid packet that would include a plan to replicate our front entrances, not redesign them.

Mr. Campanella thought a new design was the way to go, however, agreed to replicate our existing design and sent us a quote of \$3800. to create a bid packet. Ilona had also been in contact with Architect Larry Frazier who initially sent us a quote of \$3500., however, she spoke with him before we received Mr. Cianci's report. In light of the report, which indicated that the entrances may require less work than originally thought, we hope to renegotiate the quote with Mr. Frazier. Ilona has sent Mr. Frazier the structural engineer's report, and at Joyce's request, will forward Carpenter Tony Esposito's proposal to him. In addition, she will discuss our concern about the rust on a beam in Building 869 and whether or not it is problem. Ilona will also ask him to estimate how many hours it may take him to create a bid packet. It may be more financially advantageous for us to hire him at an hourly rate as opposed to a flat fee rate.

Diane reported that she spoke with two draftspeople who said they did not do bid packets. She was referred to Architect Dave Cox who did do bid packets. Hypothetically speaking, he estimated that a bid packet would cost 6-8% of the construction costs or \$2000. per entry. He also had an hourly rate

of \$120 for an architect and \$90.-\$100. for other personnel, however, he was not interested in our project. Joyce spoke to a well known and established local contractor who said that normally an architect would put together a bid packet, however, if there were no structural issues, an accomplished carpenter could do the work. Alan stated that he thought an architect could address the specifics, ie wood choice, stain color, flashing, hardware, etc. that would resolve and eliminate a lot of decisions that may crop up. It was agreed that we would wait for Mr. Frazier to have the opportunity to read the structural engineer's report and the Esposito proposal before we proceed further. It is our hope that he will adjust his bid price in our favor.

OUTSIDE LIGHT FIXTURES: Diane reported that there was a broken pane in the right side, front light of Building 30 and that the right side, front light of Building 20 was inoperable. The cost of refurbishing the lights may exceed the cost of purchasing new ones. Ilona asked that we consider the visual weight of the light in proportion to the building and requested that we look at other lighting fixtures on buildings throughout the town. Alan said that we may want to reassess the placement of the lights. He has seen lights unobtrusively placed over the middle of entrances that wash light down on the doors. The effect is both illuminating and attractive.

AWNINGS: Joyce was concerned about the awnings and previous and possible future water damage to the entry facades. When the restoration is being done, proper installation of the moldings and awnings is essential, in order to prevent water damage. As a color reference point, Joyce requested that we look at awnings located over businesses on LaSalle Street, specifically ones over Camille's Bridal Shop, Artichoke Clothing Store and the optometry shop.

2. **CHENAIL CONTRACT:** The Board has voted to terminate the contract with Chenail. It has entered into a one year contract with Turf Master who sent a detailed quote at a lesser cost. Joyce asked if Turf Master had a special license from the Department of Environmental Protection and if anyone has contacted Chenail to inform them that they lost the contract. The answer to these two questions is unknown.

3. **WESTSIDE SPRING PROJECT REPORT:** Joyce asked Marty Levitz for information about when Westside will begin landscape work and what work they will be doing. She is waiting to hear from him. She stated that she understood the need to postpone work at Building 869 (due to the cement and drainage work), however, questioned why shrub planting cannot begin at Buildings 20 and 30. Alan agreed and will bring this issue before the Board.

4. **BUILDING MONITOR REPORTS:** Joyce did not ask the monitors for reports, however, Diane spoke with one of the residents in Building 30 who said she called Admiral to complain about lack of cleanliness in the laundry room. The floors were littered with debris and unswept, recyclables were left in a corner of the room and the floors needed washing. The Admiral representative said that someone would be here on Wednesday, April 7 to address the problem. Work is being done on the chimney of Building 30. It is expected that the work crew will clean up after themselves.

5. **NEWSLETTER REPORT:** A draft of the spring newsletter has been sent to all Board and Committee members for their approval and /or revisions. Lois has responded and made suggestions which will be incorporated into the newsletter. After the By-laws Committee report is received, Diane will forward a final draft to all Board and Committee members. It is expected that

everyone will respond immediately with their comments and approval in order that the copy can be turned over to Kim Jarvis at Enhanced Management for completion in a timely manner. Ilona requested that we look into adding color to the newsletter. The cost of printing in black and white ink, per double sided copy, is as follows: Enhanced Management @ \$.15, Staples self service @ \$.16 and Kinko's self service @ \$.18. The total cost for 80 copies from Enhanced Management will be \$12.00 per quarter or \$48.00 per year. Future newsletters will be one page long with copy on both sides. Plans are that each issue will contain a report from all committees, information on proposed and ongoing projects, reminders, and other material deemed newsworthy and important. It is hoped that once the newsletter is up and running a resident will take over the responsibility of the publication.

6. DISCUSSION OF DRIVEWAY PAVING PROJECT: Diane asked Alan for an update on the driveway paving project as pertains to our receiving a recyclable dumpster.

Alan said that the town plans to install storm sewers on Outlook Avenue. Currently, there are no storm sewers on this street. The town's work may impact Westbury's proposed drainage solution plans. The Board is exploring options, which may entail changing our original drainage plans, linking us with Outlook Avenue. The Farmington Avenue exit drainage work will remain as originally planned. It is thought that the paving work will begin at the Outlook Avenue exit first.

7. ASSOCIATION MANAGEMENT RESTRUCTURING/REORGANIZING:

Alan reported that the Board continues to discuss the idea of hiring a single vendor management company. They agreed that the present situation is not the best and can be improved. They are open to exploring other options. Ilona recently spoke with Alan Comrie and inquired if the Building and Grounds Committee can receive a copy of the monthly invoice as a way to monitor the work that is performed. If the work is not listed on the invoice we can assume that the work was not done. Alan said that would be no problem.

NEW BUSINESS:

1. PROPOSALS FOR REORGANIZATION AND DELIVERY OF JANITORIAL SERVICES TO REFLECT 20 HOUR WEEK: Joyce and Diane submitted proposals for delivery of janitorial services. Alan, as a Board member, will request that Admiral keep a daily log for one month of what work they are performing at the Westbury. The log will be e-mailed to Board members and Joyce Falkin. Joyce will forward it to the building monitors in order that they may check on whether the work is being performed. Ilona suggested that Admiral list everything they do on their monthly invoice and that a representative do a walk through every two weeks.

BASEMENT CLEANLINESS: It was suggested that Lon Brotman, of Enhanced Management, send a personally addressed letter to all residents requesting them to remove all personal items from the common basement areas. The letter will indicate why (liability issue) and when (by May 23, 2010) that all personal property must be cleared. After May 23, any personal belongings left in the common areas, will be disposed of. It was proposed that we hire a handyman to remove the items and take them to the dump. We do not want our dumpster to be the repository of these belongings.

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

Our next meeting will be held on May 3, 2010.

RS -
Diane Shimada-Peterson