

**WESTBURY CONDOMINIUM ASSOCIATION, INC.**  
**BUILDINGS AND GROUNDS COMMITTEE**  
**NOVEMBER 1, 2010**

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on November 1, 2010. Chairperson Joyce Falkin presided. Present were Diane Shimoda-Peterson, Kathy Sibley, and Board liaison Alan Sheckman.

The meeting was called to order at 7:12 p.m. One correction was made to the October 4, 2010 minutes. The date for today's meeting was changed from November 8 to November 1, 2010. After the minutes were corrected, a motion was made, seconded and passed to approve them as written.

**UNFINISHED BUSINESS:**

1. **SLATE FLOOR SEALING:** Kathy reported that Richard de Boer of Chem Dry is unable to strip, clean and seal the slate foyer floors until December. If the floors are done at that time it would take at least a week for them to dry. The front entrances would also be off limits and residents would have to use the rear entrances to exit and enter the buildings. Mr. de Boer also said that the chemicals they use could cause problems and damage the woodwork. He recommended that the floors be treated first before the vestibules are refurbished and that work on the floors be postponed until the Spring. Mr de Boer also requires that the Association sign a contract before any work is scheduled. Kathy spoke to both Barclay Court and Hampshire House representatives and they highly praised Chem Dry's work for cleaning floors and carpets. Kathy will recontact Mr. de Boer and discuss the feasibility of sealing the floors after the vestibules are refurbished. While doing the work before the vestibules are refurbished may be ideal, we think that Chem Dry must encounter many different situations and knows how to accommodate to them.

2. **BUILDINGS AND GROUNDS MONTHLY REPORT TO THE BOARD:** Alan was asked to clarify whether or not the monthly B&G minutes that are being submitted to all Board members is sufficient as a monthly report. He believed it was, however, if there were any changes and or additions the Committee should apprise the Board of them. It is anticipated that there will be months when the minutes are enough and others when they must be updated. Joyce will continue to give a brief report at the Board meetings as needed.

3. **FRONT ENTRY PROJECT:**

**Contract Signing:** Alan hopes to sign the contract this week. (week of Nov. 1, 2010)

**Construction Start Date:** Construction is anticipated to begin the week of November 8, 2010 and should take approximately nine days. There is some question as to whether or not that is nine days in total or nine days for each entrance. Lead abatement testing, using the gun method, must still be conducted prior to the initiation of the carpentry work. Alan is pursuing this. Priority said that the painting can be done as long as the temperature is above 50 degrees. The refurbishment of the lobbies is included in the contract but the abatement is not.

**Hinkley Light Purchase:** Diane reported that the lights were ordered through Discount Lighting on October 29 or 30. They should take approximately three weeks to arrive. Venora Electric will schedule a time to install them when they are received. On Friday, November 5, 2010 Venora Electric is scheduled to trench, wire and install, weather permitting, the three mushroom lights at Building 869. All lights will be located on the right side as you face the building. The first light will be installed at the top step of the stairs located nearest to Farmington Avenue. The second light will be at the middle step as you proceed up the walkway. The third light will be installed at the bottom of the stairs as you enter the building.

**Other Lighting Concerns:** Kathy reported that the light in the lobby of Building 20 was defective and a new fixture was needed. She also said that the inside light, located at the north side back stairs at Building 20 was defective, sometimes it operates and sometimes not. It is unclear if it is because of a blown light bulb or faulty connection. When Venora is here on November 5, Diane will ask the electrician to look at both fixtures.

**Venora Electric Contract:** Diane was informed by Stephanie, of Venora Electric, that the Association does not need to sign a contract with them. She stated that the written quote was for our protection and that the company stands by that quote.

**Awning Purchase:** The purchase of awnings has been approved, however, the Board has not met to determine the color of the awnings. Alan will canvas the Board and inform the Committee of their decision soon, so that fabrication of the awnings can get underway. In the meantime, Joyce will contact The Awning Place and let them know that we plan to use their services and request that they remove the awnings before the carpentry work begins. She will inquire if the Association must sign a contract with them.

**Paint Color Approval:** The Board still needs to approve a color scheme for the front entrances. Two different samples were submitted to them. Two awning color choices were also submitted and each color sample relates to a specific awning color choice.

4. MEMO TO BOARD RE: WESTSIDE SERVICES: Joyce read a draft of a letter that the Committee plans to send to the Board outlining the inferior work conducted by Westside during the summer. After two revisions to the letter were made, a motion was made, seconded and passed to approve and send the letter to the Board.

NEW BUSINESS:

1. STATUS OF LANDSCAPING RECOMMENDATION: As requested by Jerry Shimoda-Peterson, Joyce will get two other quotes for tree and landscaping work. Of immediate concern, are the quotes for removing the branches overhanging the sidewalk at the corner of Farmington and Outlook Avenues and the cabling of the Oak tree, located midway at Building 30 at the south side of the building, facing the driveway.

2. HARDWARE SELECTION: Tabled.

3. PARKING SIGNS: The original quotes for parking signs received from sign companies were based on a complete package which included fabrication of the main Westbury sign. Fabrication of the main sign has been postponed. New prices for parking signs must be established. The Committee discussed reserving the two spaces between Buildings 20 and 30 for repair persons. If that is done there will be room for 20 parking spaces. The number of reserved resident parking and guest parking signs has not been determined. It is anticipated that two driveway signs are needed, one at the Farmington Avenue exit saying Do Not Enter, and one at the Outlook Avenue entrance, wording to be determined. A suggestion has also been made to place a sign on the "island" adjacent to the driveway, stating: Parking and Dumpster Use for Westbury Residents Only.

4. ADDRESS NUMERALS: Tabled.

5. MAINTENANCE OF SLATE FLOORS BY ADMIRAL: After the slate floors are sealed Admiral and Dennis, the maintenance person, must be alerted that the floors should be cleaned only with water or a compatible cleaner so that the floors are not stripped.

6. BASEMENT LEAKS: The following concerns were discussed: Leaks in private storage areas; leaks in common areas; leaks in boiler rooms; compactor leaks, possibly due to heavy rains coming in through the air vent; leak in building 869 through breach in foundation; leaks from window wells. Alan suggested that the Board could send a letter to all residents requesting that they make their storage units available for inspection for leaks. He also thought that the breach in the foundation at 869 could be sealed. It was agreed that Jordan, from Enhanced Management could check the boiler rooms. The Committee members will continue to check the common areas after heavy rains.

7. RELOCATION OF SHED AND RECYCLING BINS: Joyce received an e-mail from Board designee, Jerry Shimoda-Peterson, regarding the relocation of the recycling bins and shed. Jerry made a strong case for not moving the shed but for moving the bins. The Committee agreed with

this. A resident, suggested via Kathy, that the contents of the shed could be moved to garage number 34 which belongs to the Association and is the garage assigned to the rental unit. The recycle bins could then be placed in the shed. Alan suggested that the bins could be moved next to the dumpster and be surrounded by an enclosure with a door for easy access. The optimal solution would be if Paine's would provide a recycle dumpster as originally planned over a year ago. Joyce will contact Paine's and inquire about this.

**8. WALKAROUND REP, DEFICIENCIES, AND COMMUNICATION WITH ADMIRAL AND WESTSIDE:** Jordan, the walkaround rep from Enhanced Management, comes once a week to inspect the premises. Jordan emails Alan about any outstanding problems and Alan directs him to contact Admiral or Westside if need be. The Committee discussed the inadequate performance by the vendors and ways to monitor the work. It was suggested that a checklist of tasks, to be undertaken by Admiral and Westside, be submitted to Jordan so that he could ascertain whether or not the work was being completed. Another suggestion was that a monthly B&G calendar, with all the tasks to be completed, be submitted to Enhanced Management. Jordan would then have a master plan to check against and alert the vendors to the tasks that needed to be completed within a given time frame. Included would be tasks such as monthly mopping of foyer floors and monthly weeding. Jordan would then be able to do a follow up inspection of the completed work.

**OTHER:**

**1. SHAGBARK HICKORY TREE:** Joyce read a memo from Jerry Shimoda-Peterson informing her that an arborist, hired by CL&P to trim tree limbs, told him that the shagbark hickory tree located on the island, in the south side of the parking lot, would probably die within the year due to lack of nutrients. The arborist recommended that the tree be taken down immediately. A few days prior to this, Diane and Joyce received similar advice from Adam of Hubbard Tree Service. Adam also told them that the linden tree by the rock garden was damaged and may need to be removed. The Committee recognizes the problems and will recommend to the Board that the trees be closely watched.

**2. PROCEDURE FOR PURCHASE OF SUPPLIES:** It was agreed that a procedure needs to be in place for procurement of consumable supplies such as paper towels, light bulbs etc. Enhanced Management's fee for obtaining supplies may be prohibitive. Alan will look into this matter.

**3. RESTORATION OF INTERIORS:** Diane asked Alan to outline the proposed sequence and budget allocation for the restoration of the interiors of the buildings. This FY 2011, \$6,000. has been allocated for a design consultant. It is anticipated that monies will be available for the work

to begin, and be completed in its entirety in FY 2013, beginning October 1, 2012. Currently, there is a guesstimate of \$100,000. to complete the work for all three buildings. It is desirable, that during the preplanning stage, all budgetary issues are addressed and that solid estimates be received for each component of the project i.e. new carpeting throughout the buildings; new lights; painting and/or wallpapering etc., so that a realistic budget for the entire project can be developed. The B&G Committee plans to develop a recommendation that an Ad Hoc Committee be formed. It plans to submit the recommendation to the Board prior to the December Board meeting so that the Board may include it on their agenda.

4. CARPET CLEANING: The Committee discussed the possibility of having the carpets cleaned by Chem Dry around the same time as the floors are being sealed in order to satisfy residents. There is some question as to whether sufficient funds are available to conduct the work this year. During the FY 2010 budget process, the B&G Committee submitted a range of costs for carpet cleaning. They did not recommend a specific vendor at that time.

A motion was made, seconded and approved to adjourn the meeting at 9:13 p.m.  
Our next meeting will be on December 7, 2010.

Respectfully submitted by Diane Shimoda-Peterson