

**WESTBURY CONDOMINIUM ASSOCIATION, Inc.**  
**Board of Directors Meeting**  
**December 18, 2013**  
**7:00 PM**

**Basement of 20 Outlook Avenue**  
**West Hartford, CT 06119**

**MINUTES - PROPOSED**

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**1. Call to Order and Attendance**

- a. The meeting was called to Order at 7:04p.m. by Martin Levitz, President. The Board holds the Executive session after the conclusion of the public meeting.
- b. Board Members Present: Martin Levitz, Ilona Levitz, and Ted Calabrese.
- c. Additional Parties Present: Allen Comrie, Keeper of the Books.
- d. Representing Imagineers, LLC.: Brian Milano, Property Manager
- e. Board Members Not Present: Jennifer Smith and Daniel Roscow.
- f. Ms. Elizabeth Young kept the minutes.
- g. Association Members Present: Lois Menold, # 869-102; Patricia Brulotte, # 20-301; Diane & Gerald Shimoda-Peterson, # 30-108; Barbara Feinstein, #20-105; Ching Shen, # 30-105; Hillary Keller, # 30-301; Anne Dunn, # 30-301; and Bob Huhtanen, #20-304 (via Skype).

**2. Adoption of the Minutes of the Previous Meeting**

- a. Marty stated that the minutes from the Tuesday, November 26, 2013 meeting were not yet available for review and acceptance.

**3. Committee Reports**

- a. *Ad hoc*
  - i. Patty Brulotte the Chair of the *ad hoc* committee, for the interior renovation, presented her report.
  - ii. Ilona and Patty met with Sherri Gold, the Association's design consultant, on Wednesday, December 18<sup>th</sup> just prior to the Board Meeting. Their meeting lasted approximately two (2) hours; at the meeting the conversation focused on finalizing design boards that will be ready for presentation to the community no later than the end of January. They expect to have to meet with Sherri one more time before the design boards are ready for presentation.
- b. Finance
  - i. Lois Menold was in representation of the finance committee and presented her report.
  - ii. Lois stated that one of the responsibilities of the finance committee was to find ways where the Association can save more money and to suggest way to cut expenses.
  - iii. It was suggested that someone should look into the Peachtree catalogs for a label printer for the mailboxes.
  - iv. Lois stated that the responsibility of the assigned parking spaced should be moved to the management company.
  - v. The remainder of the discussion between the Finance Committee representative and the Executive Board of Directors focused on the comparison of the fire alarm system contractors and proposals received thus far.
    - a. The Board of Directors sought out their own contractors and proposal for the installation of new hard wired fire alarm & sprinkler systems in all of the units and common areas of all of the buildings. The Finance Committee also sought out their own contractors and proposals for the same project in order to have an apples-to-apples comparison of proposals for this major project. The Association felt this would be a beneficial way of requesting bids from multiple different contractors, all the while using the same RFPs in order to facilitate the apples-to-apples comparison objective.

- b. As the proposals had not yet been inputted into a spreadsheet for the purpose of having a more effective comparison device, there was much discussion and disagreement between the Board and the Finance Committee with regards to what materials and services each proposal covered and at what cost.
- c. There were two particular contractors whose businesses and proposals were discussed at great length.
  - a. The first contractor discussed was based out of Willimantic and owned a newly formed LLC, of which the Better Business Bureau (BBB) only had record of the contractor, his license, and the LLC dating back to 2012. This contractor and his proposal was the preferred proposal of the Finance Committee due to its total cost and annual service charges.
  - b. The second contractor, Stanley of Black & Decker, was the preferred contractor of the Board of Directors due to his experience in the industry of fire and sprinkler systems. Additionally the Board of Directors feels that his total cost for materials and installation, services, and annual service charges are both all necessary and reasonably priced.
    - i. One of Lois's concerns regarding Stanley's proposal is that some of the charges for monitoring, inspections, and repairs of the fire and sprinkler system were not budgeted for in the 2014 budget.
  - c. Lois and Marty come to an agreement that all of the proposals that the Board has received and all of the proposals that the finance committee has received should be put into an excel comparison spreadsheet for a final review and discussion before any decisions are made. Lois states that she will put the comparison spreadsheet together.
- vi. The final topic that the Finance committee reported on was that in the State of Connecticut electricity costs will be rising 20% over the next year (2014). Ted states that he read in the paper this morning that the CL&P generating service costs will in fact be going up 20%. Lois states that the Association recently signed a contract for locked in rates with CL&P, so she will create a spreadsheet monitoring the invoiced costs for electricity generation charges to ensure that CL&P is honoring its contract with the Association.

#### 4. **By-Law Amendment**

- a. Draft Two (2)
  - i. Marty discusses that draft two (2) of the By-Law Amendments are almost ready to be sent to the unit owners for review and comment.
  - ii. There was a short discussion and disagreement about what draft version had already been sent out, and what should not be sent out due to the document not being quite ready. Bob stated that the draft that Susan Ahern gave to the Board should not be sent out yet. Lois stated that the document Bob was referencing has indeed already been mailed out to the unit owners for review and comment.
  - iii. The Board briefly discussed the different documents currently in draft and which of said documents had been mailed, and which hadn't; then a correction was made for the record that Susan had given the Board the Parking Addendum draft to review and discuss at the next Board of Directors meeting, this document had not been mailed out yet to the unit owners. Bob was correct that the parking addendum was not ready to be mailed out and it had not been.

#### 5. **Financial Report**

- a. Allen Comrie, Keeper of the Books went over the Association's extensive and thorough financial report.
  - i. Audit Report

- a. Carnie, Roy, & Gerrol has had the Association's General Ledger Report (GL), the financial reports, the bank statements, and the (service) contracts for two weeks for review.
- b. Currently the CPA firm and Allen are discussing field dates. Allen is waiting for the firm is to send Allen dates of their availability.
- ii. Financial Report as of November 30, 2013
  - a. The financial report covered the year to date actual and year to date budget comparison; the Association was in good shape.
  - b. The financial report also covered the prior year's financial position as of November 30, 2012 in comparison with the Association's financial position of November 30, 2013. The Association has lowered its expenses considerably in certain areas with respect to the prior year; the Association is in good shape.
  - c. Allen and the Board are working together to re-classify some of the expense line items, and to remove some unnecessary line items all together from the budget and the GL.
  - d. Allen discusses all of the financial reports in great detail, some of what was discussed is as follows:
    - a. One (1) account has been turned over to Rosenberg & Rosenberg for collections, a 30 day demand letter has been sent out to the unit owner.
    - b. All of the Association's payables are current, except Imagineers, LLC. because of an issue that needs to be resolved. Brian, Property Manager, has provided Allen with some documents this evening that should help resolve the issue. Allen will need to meet with Brian to discuss the resolution prior to Christmas.
  - e. Lastly, Allen discussed that he has begun to compile the Association's financial data in the form of graphs so that the Board, and finance committee, will be able to review and compare the Association's financial data in a comprehensive and condensed format.

## 6. Manager's Report

- a. Brian began his manager's report by discussing the proposal from Automatic Laundry for the replacement of the common washing machines with one large one and one small one.
  - i. Ilona stated that she and other unit owner felt that there was no need for a large washing machine; two of the same size, both small and energy efficient, would be best.
  - ii. Allen asked what the contract period would be with Automatic Laundry.
  - iii. Brian stated that he would contact the Automatic Laundry sales representative to have the proposal revised and that he had more information about the contract that he could Email to Allen and the Board.
- b. Brian next discussed the window condensation problem that some of the units are experiencing. He took a video of what is happening with the windows on the inside and has sent the video to different window vendors to find out what is going on so that the problem can be corrected.
  - i. The Board stated that the above referenced windows were installed improperly to begin with, and those windows have had nothing but problems ever since.
  - ii. There was a brief discussion about the windows, the improper installation, and the frost and condensation problem with the windows.
- c. Brian then discussed that the railing is now repaired and that Westside will receive the bill back for Imagineers repair work.
  - i. Marty then inquired where the Association's business relationship was going with Westside? They broke the railing, there was the leaf removal issue, there had been no snow plowing at all on the Saturday prior to this meeting after the snow storm.
  - ii. Ted mentioned that Westside should supply the Association with ice melt on-site for the unit owners to use at their disposal.
  - iii. Allen discussed that it would be wise if the Association used a special type of ice melt that is less corrosive to the cement. The less corrosive ice melt is called magnesium chloride.
  - iv. There was a brief discussion as to whether supplying the Association with ice melt is part of the contract with Westside. Brian and Allen would look into this.

- d. The trash chutes was the next topic in Brian's managers' report. Brian stated that all of the trash chutes have been sealed.
- e. Brian had received a phone call from a unit owner stated that there were pipes in the walls were banging very loudly, which Brian explained that this is simply caused because of the hot water pipes expanding in this very cold weather.
- f. A Unit Owner, who did not state their name, stated that in Building # 30 the noise could be coming from the roof, because there is a very loud noise on the roof.
- g. Brian continued the discussion of his manager's report and stated that there will soon be an invoice from Louie for \$800 for repairs to correct a bad transformer in the basement, and that in unit # 30-308 a new bleeder had to be put on the radiator.

## 7. Old Business

- a. Marty read aloud a letter from the Unit Owner of # 869-107, Joyce Falkin, who is requesting that the shut off valve for the outside faucet please be shut off for the winter. Marty stated that he did shut them off but that the hoses are still outside, and they are brand new hoses that are all frozen solid.
- b. A Unit Owner, who did not state their name, requested for dumpster notices to be more explicit, and have more interactive signage for the dumpster area.
- c. A discussion of the roof of building # 30 began. Marty began to discuss that Building # 30 has a flat roof which was installed without using an engineer's specification and so there is a lot of ponding on the roof which is causing the roof to deteriorate faster than it should be. The roof is only about ten years old and will need to be replaced soon, and that type of roof (rubber membrane roof) should have a much longer life span than ten years. Marty states that it would be a waste of money to replace the roof again without hiring an engineer to draft the specifications for the roof.
  - i. Brian stated that Louie does squeegee the roof top to push the ponding water into the roof top drains.
- d. The next topic of the open forum was regarding installing bicycle racks in the basement of each building. A lot of unit owners ride bicycles and a spot can be found, out of the way, in each basement to install one bicycle rack, so that the bicycles can be protected from the elements and from potential theft. It would be easy to find an inexpensive bicycle rack in the Peachtree catalog that would fit 3 or 4 bicycles in it.
- e. More of the fire prevention system discussion occurred for a lengthy period of time.

## 8. New Business

- a. There was a car accident on the Association's property that caused a considerable amount of damage to some of the Association's property and to Joyce's flower garden as well. The accident involved a driver who was blind-sided and hit by a vehicle coming from Dover Rd.; the driver was a nurse from the Dempsey Center on her way to work. Marty stated that the driver has filed a claim with her insurance, and the insurance company will be contacting Imagineers. Brian stated that he would let the Board know once he hears from the Unit Owner's insurance company.
- b. Allen began a discussion of starting a web-site for the Association, managed by the Association internally by tech savvy Unit Owners, and that Dave Heilbrunn is willing to help facilitate this.
  - i. Many of the Board members and unit owners present exhibited a positive reaction to this idea.
  - ii. Ilona stated that Phil Fortune could possibly be the web master for the website, as he manages her company's website and he is very reasonable.
  - iii. Marty asked if anyone would like to make a motion to have a permanent Westbury website, managed internally.
  - iv. Ilona stated that she would make a motion to look into the cost of having an Association website.
  - v. Allen stated that he has already done some research regarding the cost of maintaining a website and the annual fee for a domain name. He stated that the startup costs for the website would be approximately \$500.
  - vi. After a brief discussion of website costs and Allen's research Ilona made the first motion.
  - vii. Ted seconded the motion.

- viii. Marty asked if there was any further discussion or questions, all were quiet. Marty asked if all were in favor, there were no bodies present who were opposed. The motion carried.

**9. Open Forum**

- a. Lois was the first to start the discussion in the open forum session of the meeting. Lois recommended getting rid of the dumpster for the landscaping for the winter. This way there would be an extra spot for the plows to pile the snow that would be out of the way.
- b. Ted asked Lois a question regarding the parking information, as well as By-Law violation, and turning these responsibilities to Imagineers.
- c. Lois stated that there was vomit on the carpet of in the rear east side of Building # 869 by the entrance and if the Association could have that professionally cleaned. There was a brief discussion regarding this topic.
- d. Diane asked if Brian could look at the windows in unit # 30-108. Ted also asked Brian to come take a look at the windows in unit # 30-102.
- e. Lois stated that the light is not working at garage # 61 and that it has not been working for quite some time. A Unit Owner, who did not state their name, also stated that Garage # 27 has the same issue. Brian stated that he would have Louie repair the lights.

**10. Next Meeting**

- a. Marty stated that he was asked by Susan to have the next meeting on a Thursday, instead of a Wednesday, so that she would be able to attend the meeting.
- b. No bodies present were opposed to changing the day of the meeting.
- c. Marty stated that the next Board of Directors meeting would take place on Thursday, January 16<sup>th</sup>, 2014.

**11. Adjournment**

- a. Marty asked if anyone would like to make a motion to adjourn the meeting.
- b. Ilona made the first motion. Ted seconded the motion. No bodies present were opposed. Motion carried.
- c. The Meeting was adjourned at 8:16 p.m.

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**12. Executive Session**

- a. The Board then met in the Executive session after the conclusion of the public session to discuss existing or potential litigation or mediation, arbitration or administrative proceedings; to discuss labor or personal matters, such as delinquent accounts; to discuss contracts, leases and other commercial transactions to purchase goods or services currently being negotiated; and to prevent public knowledge of a matter to be discussed if the Executive Board determines that public knowledge of the matter would violate the privacy of any person.

Minutes Respectfully Submitted by:

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Elizabeth Young