

CONFIDENTIAL

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE MEETING
OCTOBER 4, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on October 4, 2010. Chairperson Joyce Falkin presided. Present were Diane Shimoda-Peterson, Kathy Sibley and Board liaison Alan Sheckman.

The meeting was called to order at 7:00 p.m. and a motion was made, seconded and passed to approve the minutes as written of the September 7, 2010 meeting.

OLD BUSINESS;

The Committee finalized many aspects for the Front Entry Project. Motions were made, seconded and passed regarding the the items listed below.

1. The Committee voted to employ Priority Construction Services to repair the Front Entries and voted to recommend this company to the Board.
2. The Committee voted for an awning made of almond colored vinyl imprinted with a vinyl "stick on" Vivaldi Script W on the front and a stripe on the valance. The color for W and stripe will be a blackish brown called mussel shell. The Committee voted to recommend this selection to the Board.
3. The Committee voted to employ the Awning Place to fabricate and install the awnings and voted to recommend this vendor to the Board.
4. The Committee voted for an almond colored awning and to use Benjamin Moore paints on the front entries. Brandy cream was chosen to paint the trim and moldings, ashley gray was chosen for the sidelights and brick tone red was chosen for the doors. The Committee voted to recommend these colors to the Board.
5. The Committee voted to purchase six Hinkley lights, two for each building, and voted to recommend this choice to the Board.
6. The Committee voted to purchase the Hinkley lights from Discount Lighting and voted to recommend this vendor to the Board.
7. The Committee voted to employ Venora Electric to install the Hinkley lights and to trench, wire and install three mushroom lights which they will furnish at the three set of stairs at Building 869. The Committee voted to recommend this vendor to the Board.
8. The Committee voted to paint the vestibules of Buildings 869 and 20 Benjamin Moore brandy cream and voted to recommend this choice to the Board.

At the conclusion of the voting Joyce requested that Alan contact the other Board members and emphasize the need to move this project along so that it can be completed before the weather becomes too severe. Both the painting and the trenching need to be completed while temperatures are still moderate. She also requested that the Board approve the purchase of the Hinkley lights before the carpentry work is executed so that the Committee

may choose appropriate, compatible hardware for the exterior doors. Joyce inquired as to who is responsible for negotiating the contract with Priority Construction Services. Alan responded that he would be able to do it.

Alan reported that he spoke with lead paint remediation representatives regarding the cost of testing the entrances for lead paint. This is a new federal and state law and it appears there are some inconsistencies in the practices regarding testing. Some tests only indicate if lead is present and do not indicate the amount of lead in the paint, however, if the paint is tested using the "gun" method an accurate and exact reading of lead content can be determined. Remediation is predicated on the amount of lead in the paint and on the square footage involved. If the lead count falls under the percentage required for remediation we may not be required to undergo the process. The lowest bid received for the test, using the "gun" method, was \$400. The Committee believes it is worthwhile to do this test so that we can determine how extensive the remediation needs to be.

In reply to Peter Chow's e-mail regarding the \$1,700. error made by Priority Construction in their bid quote; Joyce wrote back that she was willing to recommend that we add the \$1,700. to the initial quote, however, we would like the carpenter to oversee the installation of the awnings. She would like this condition included in the written contract that is finally executed.

9. Discontent with Westside Services: Westside informed Joyce that we no longer need to water the sod. The timers and hoses will be disconnected, boxed and labeled and stored in the Association room. The Committee continues to be dissatisfied with Westside's landscape maintenance performance. Joyce will send a letter to the Board listing the Committee's concerns. Alan commented that the Enhanced Management walk-around representative noticed the downed branches and debris when he was here on October 1, 2010. He will contact Westside about their removal. Regarding the walk-around rep, Joyce noticed that he placed a tag on a neighbor's door knob informing her that she was in violation of our condo regs and he asked her to remove her belongings from the corridor.

NEW BUSINESS:

1. Discussion of the slate floor sealing prior to the vestibule work: Simply Magic, the vendor proposed by the Committee to strip, clean and seal the slate foyer floors submitted a quote for \$899. for all three buildings. Because we plan to renovate the interiors of the buildings in the near future we discussed whether or not it is wise to invest this money in floors that may be replaced. The floors may be cleaned for a lesser price and we may be able to eliminate the "full treatment". One option we discussed, suggested by Alan, was to place carpeting down the entire middle of the foyer floor and extend it from the front door to the interior lobby door. Only the slate on the sides of the carpet would be visible. The carpet may cover most of the damaged area. Building 30's floor is the most compromised and also is the largest. The Committee will reinspect all three floors and will consider carpeting them.

2. Vote on method of cleaning slate floors and vote on recommendation to the Board: Tabled until further research is conducted.

3. Vote on choice of vendor to clean floors and vote on recommendation to Board: Tabled until further research is conducted.

4. Enhanced Management walk-around: The Committee has elected not to be part of the walk-around.

5. Rotation of monthly, prepared written report to the Board among members: Diane asked Alan if he would get clarification regarding the submission of the monthly written and oral report currently submitted at the monthly Board meeting in order to determine if the report is necessary. Joyce requested that he also get a synopsis on what needs to be submitted. Kathy questioned why a report was needed in addition to the minutes. She thought it was redundant. Joyce stated that she thought that the report was important because it informed the residents as well as the Board about the work that took place after the previous meeting. The Committee needs to understand the rationale behind submitting both the minutes and the report.

Topics discussed and requests made:

Joyce asked if there was any requirement governing Board member attendance at the monthly meetings. She also requested that Lon Brotman submit a written report if he could not be present. She asked if a treasurer's report could be given. Alan replied that the purpose of the Board meeting is to conduct Board business, not to inform the residents. It would be redundant for the Board to re-report on monies they voted to spend at the

previous Board meeting.

Joyce will check on where and how to dispose of live Christmas trees. Paine's will need to be notified about removing the dumpster prior to the paving work.

Alan and Jerry Shimoda-Peterson surveyed the grounds with the objective of moving the shed to a new location in order to free up the space for the recycling bins. One possibility for relocation is behind the Diemente residence, especially if the new fence is moved closer to the house. Joyce suggested that the shed be moved onto the peninsula between the dumpster and the south side of the fence. Alan thought that this may impinge on the snow removal work. Dennis, who works for Admiral, needs access to the wagon in the shed. He utilizes it when he empties the compactors and the recyclables. It was proposed that the wagon could be stored in the boiler room of Building 30. The ramp there would allow it to be wheeled from the building.

Alan will contact Peter Chow regarding the contract between the Association and the carpenter. Alan stated that our boiler plate contract addresses all issues regarding tax number, insurance, liability, subcontracted work etc.

A motion was made, seconded and passed to adjourn the meeting at 8:37 p.m.
Our next meeting will be on November 8, 2010.

Respectfully submitted by Diane Shimoda-Peterson