

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Tuesday, January 19, 2016**

The meeting was called to order at 7:07 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Ted Calabrese, Treasurer; Lynn Swanson, Director, and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager. A Motion was made by Alan Shechtman to approve the Minutes of the December 15, 2015 Board meeting, asking for any corrections or additions. Joyce asked Susan if the revision she suggested had been made. Susan indicated the revision was now reflected in the Minutes, copies of which were distributed to Board members. The Motion to approve was made and seconded by Board members. A reading of the Minutes was waived by the Board.

Property Manager's Report – Brian Milano

- Brian reported that Luis Colon removed water from the roof of Bldg. 30 during the month of December;
 - New door stops on exit doors leading from the first, second and third floors of all buildings have been installed;
 - Luis has re-set the elevator in Bldg. 30, making a necessary adjustment, and he has repaired the rollers on a rental-unit garage;
 - A water leak on the laundry room floor in Bldg. 869 has been repaired by Luis;
- Lynn Swanson reminded Brian that Luis had replaced the door closer on the east back door on the first floor of Bldg. 869;
- Brian reported that he had received an e-mail from a rep at Lockheed regarding window(s) for Unit 303 in Bldg. 30. The rep stated that the new shipment (windows) will arrive soon, although Brian stated that this information was as of January 15 from Lockheed to him (Brian);
 - Brian received an e-mail from an owner in Bldg. 869, Unit 202, reporting a water-stained ceiling. After inspection, it was not evident where the water had come from: either from an air conditioning duct or ceiling tile. Further inquiry will be made concerning the origin of the leak;
 - Brian received an e-mail from a potential owner regarding installation of a washer and dryer in the unit and the potential owner was concerned about venting the dryer.

Alan Shechtman responded that the Association would allow the installation of the appliances. He also stated that Westbury has never been involved in the outside venting or painting process.

- Brian distributed to the Board some detail on Luis' time during a typical week at Westbury;
- Additionally, Brian distributed garage roof price-quote comparisons: from Kalinowski Construction, JP Carroll and Exteriors of CT. JP Carroll was highest, then Kalinowski, and lowest was Exteriors of CT. Brian stated that any of them are ok, but Exteriors/CT is completely different from the other two vendors. JP Carroll and Kalinowski are both reputable, according to Brian.

Alan Shechtman stated that in previous years, Westbury had roofing quotes furnished with square footage; i.e., LKG quoted Westbury for plywood. Joyce Falkin responded, stating that Westbury could obtain square footage from Kalinowski, and their charge for plywood should be reflected in their quote.

- Brian reported that the three vendors (Kalinowsk, JP Carroll and Exteriors of CT) are all holding their prices, and the work would begin in the Spring of this year;

Joyce Falkin asked Brian about seeing blue tape on some basement windows as she was returning from the far end (southern end) of the property. Brian reported that the tape was used to mark certain basement storage areas that needed to be entered.

Property Manager's Report – Brian Milano (cont'd.)

Also, Joyce reported Luis had mentioned that the brown dumpster had “been visited” with a table umbrella, and asked Brian if a sign could be posted on the dumpster stating that residents are in violation of items placed in the dumpster for removal by Paine's. Ted Calabrese responded by saying that there is little that can be done to prevent items from being left inside, behind, or near the dumpsters. The violations probably take place at night.

Further, Joyce asked Brian if Luis could place receptacles in the laundry areas or compactor rooms. Brian agreed to speak to Luis. Joyce stated it might be possible to try this procedure in Bldg. 869 and eventually Bldgs. 20 and 30. Brian offered to put out a notice to everyone. Joyce proposed the following Motion:

That Westbury institute a trial recycling procedure in the compactor room of Bldg. 869.
The Motion was approved by all Board members.

- Brian had no additional information to report to the Board at this meeting.

Financial Report – Alan Comrie

Alan distributed copies of the December 2015 (three month) report to the Board, stating that on a YTD (year-to-date) budget v. actual basis, Westbury is in good shape, with nothing unusual occurring during the month of December. There is a slight variance in the Maintenance Worker line item (Luis Colon). The “big story” is activity occurring in the Reserve Fund. Comparing December YTD with prior YTD results, Westbury had a positive variance of \$1,906. Cash balances by Fund: Operating, \$93,623.17 and for the Reserve Fund: \$470,157.92. Cash balances by Bank: United Bank: \$179,351.57 and First Niagara (Operating & Reserve Fund): \$384,429.52. Total cash on hand as of 12/31/2015: \$563,781.09. An exhibit prepared by Alan, “Payment Progress Update” as of 01/12/2016”, provides subsequent detail, listing the contractor's name, check number and payment amount. The exhibit will be attached to and filed with these Minutes.

Alan related that he met with the audit team regarding their “field work” at Westbury. It was discovered that in calculating the Association fee increase at the time of the budgeting process, Alan was \$1,000 “over”. He will correct that by communicating via a PDF to unit owners.

OLD BUSINESS - Garage Roof Repairs

This subject was discussed in the Property Manager's remarks.

Consideration of Amending the Declaration to Allow the Association to Charge Sales Tax for Investor-Owned Units

Alan Shechtman stated that he had forwarded to the Board an e-mail sent to him by Scott Sandler of Perlstein, Sandler regarding this subject, outlining the steps to change Westbury's Declaration. Alan had

concern that proceeding to amend our documents would not be worth the amount of time and money spent in order to charge sales tax to investor owners. He questioned whether there is a less expensive way to pursue charging the tax.

After further discussion among Board members, Alan made the following Motion:

That the Board decide whether the Association should proceed further about charging sales tax to investor owners.

The Motion was denied by the Board.

Alan then proposed a second Motion: Should this subject be pursued now?

After a vote of one (1) member in favor of, and four (4) opposed to pursuing the subject at the current time, the Motion was denied.

Reconsideration of Pet Rules

Discussion was postponed until another Board meeting.

Report on Common-Area Renovation

Alan Shechtman reported that the renovation process is moving along smoothly, with noticeable changes taking place in Bldg. 869 as of this date. Rear entrance stairwells have been painted and there has been painting done on all three floors of the building. Crown molding will be applied; mirrors in the inner lobby area have been removed. The contractors have begun working in Bldg. 20 as of this date. Our cost projections are ok. Thus far, work is on target.

Rules Changes (Moves, Deliveries, Renovation / Improvement)

Joyce Falkin stated that the sub-committee (Ted Calabrese, Susan Ahearn and Joyce) have carefully considered all comments made by owners responding to the December "Notice-and-Comment" mailing. The sub-committee is now in the process of making further revisions to the proposed rules, based on comments received, in time for the February meeting of the Board.

CAI (Community Associations Institute) Membership

Joyce has spoken to the membership person at this organization. The cost would be \$550 if the Board wanted to join in June of this year. Individual membership is \$130. She proposed the following Motion:

Joyce will purchase an individual membership in her name.

The Motion was approved by all Board members.

Audience to Visitors

Patty Brulotte of Bldg. 20 remarked that the wallpaper on her floor was removed in such a quick fashion, and now the walls look better. She also expressed concern about any revision that could be made to the pet

rules, stating that she would like to see an advise-and-consent order. Further, if there are rules changes to owning pets, she would like to know that owners would be informed and given enough time to comment before any rules are voted on by the Board.

Jo Magnan of Bldg. 869, stated that when she was a member of the Bylaws Committee, the pet rules then were not voted on by the Board. A decision was made to allow an owner to keep a pet, but upon its death, the owner was not to acquire another pet. On another subject, Jo stated that she had tried several times to telephone Imagineers during business hours but was unsuccessful and heard garbled sounds when the calls were made. Jo wanted to call Imagineers because water in her basement storage room was coming down from the foundation. Alan Shechtman replied that Luis should contact Jo to inspect the area.

Rose DeRensis of Bldg. 869 expressed appreciation for the recent newsletter reminder of items being left in common areas of the buildings, citing such things as door decorations which are and can be combustible.

Matt Salner of Bldg. 30 inquired about when the renovation would start in Bldg. 30. Alan Shechtman replied that it would be the beginning of March.

There were no other questions or concerns from members of the audience.

The next meeting of the Board will be held on Tuesday, February 16, 2016.

Alan Shechtman made a Motion to adjourn the meeting. The Motion was approved and seconded by all members.

The meeting was adjourned at 8:09 PM. There was no executive session.

Susan Ahearn
Recording Secretary