

CONFIDENTIAL

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE MEETING
TUESDAY, JUNE 1, 2010

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

The meeting was called to order at 7:00 p.m. and the minutes of the May 3, 2010 meeting were approved.

OLD BUSINESS:

1. **JANITORIAL PROPOSAL:** The Committee discussed the proposal regarding the monitoring of janitorial services provided by Admiral. It was agreed that we ask the building monitors to provide oversight and verify that the work was being completed by Admiral's employee. Joyce pointed out that we met with Michael from Admiral last year (March 20, 2009) and informed him that we did not see evidence that the janitorial services were being done on a regular or consistent basis. This problem remains unchanged. We also discussed the need to create and implement a work task sheet. Joyce and Diane submitted proposed task sheets at the March 3, 2010 meeting. The janitorial duties were derived from the specifications put out to bid by the Westbury, which we assume Admiral agreed to, and included increasing the contracted hours to 20 per week. Ilona stated that it was Admiral's role to supervise their worker and to develop a work task sheet. Alan thought that Admiral may already have something in place. It was agreed that we will review the contract; identify areas of deficiency; ask the Board for approval to meet with Admiral's management; relate our concerns to Admiral and ask that they forward a work task sheet to us; and request Admiral to provide an itemized invoice stating when and what work was accomplished for the month.

2. **FRONT ENTRANCE REPORT:** Ilona reported that she spoke at some length with Carl Cianci and Ron Zurell of Cianci Engineering Company regarding the structural report. Mr. Cianci said that the report was specific and not meant to be a complete work report. When asked about the merits of Azek, a synthetic wood product alternative, Mr. Zurell, the staff engineer who conducted the work, replied that Azek was expensive and that everyone did not know how to install it. He went on to say that the pine wood lasted for 60 years. Both men said that they were unable to provide specifications for the rotten wood moulding above the doors. Mr. Cianci recommended that we contact Mike Walsh of Oak Park Architects about a bid packet. A meeting has been set for Thursday, June 3, 2010 at 5:00 p.m. in front of Building 869. We are requested to bring all our questions for discussion as well as any questions about various products. At the meeting Ilona will ask Mr. Walsh about the fee schedule and whether we can contract with them at an hourly rate. She will also ask him for their flat rate.

SIGNAGE: Ilona spoke with Evan Walsh of Artifacts, a signage design company, who created the signage for St. Thomas the Apostle Church. They also produce awnings. Estimated costs for signs are as follows: "Westbury" sign installed - \$5000. - \$8000., Three new awnings with a raised "W" design - \$6000. - \$8000., Parking signs - \$3000. - \$4500., Creation of a design plan package - \$795. Ilona will ask for more detailed information about the design plan package and what it includes. It may be possible to purchase the package and then shop it around. Diane requested that we ask Architect, Mike

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 Wash to recommend other sources that provide signage design and production work. Alan has viewed some signs on the Internet that may be appropriate. The signs are an integral part of the project and a strong design is important and desirable. Ilona will also ask Artifacts^{effects} about producing the awnings. Even if they prove to be too expensive we will have information for comparison with other awning companies. Joyce reviewed year 2007 notes regarding the purchase of awnings from the Awning Place. At that time they quoted a price of \$2659. for three awnings. They also questioned the installation of the current awning frames and suggested that they could have been installed better. Joyce suggested that we may wish a carpenter to supervise the installation of the new awnings. She also commented on the water damage caused in part by the awnings and whether a new frame with different dimensions was needed. After we receive more detailed information from Artifacts^{effects} we will decide whether we wish to ask the Board for approval to spend \$795. on a design package.

BRASS HARDWARE: Lou Houwser^{312r}, locksmith, told Ilona that Baldwin would not give him a price for the purchase of door hardware and kickplates and that the information could be provided by a source that sells Baldwin products. Ilona will inquire about prices with a local company.

LIGHTING: Joyce said that the outdoor lights we recently selected were the same lights we chose previously. Diane is still waiting for a quote on the lights from her son's contact.

3. STATUS OF DRAINAGE PROJECT: Alan stated that the Board contracted with an engineer for drawings and that they may already have been received. He anticipates that the drainage project will begin this summer. The Board is awaiting official notification from the town as to when they will begin work on Outlook Avenue. The Farmington Avenue drainage work will take place as planned even if the town does not commence work on this street. The drainage work should take a couple of weeks and the paving work a few days. The Board has quotes on all components of the project and the total price is estimated to be around \$100,000.

NEW BUSINESS:

1. PROPOSED PROJECTS TO BE SUBMITTED TO THE BOARD FOR SUBSEQUENT REFERRAL TO THE FINCOM FOR INCLUSION IN THE FY 2011 BUDGET: The Finance Committee meets on Tuesday, June 8, 2010 to begin work on the FY 2011 budget. Joyce Falkin will attend this meeting as a representative of the Building and Grounds Committee. Because we have no hard figures to present we are unable to give them a complete picture of the front entrance project. However, it was decided that the project will include the design, fabrication/repair/purchase and installation of the front entrances, awnings and lighting; the refurbishing of the front foyer, including the stripping and finishing of the slate floors; and the design and installation of the "WESTBURY" sign and other signage.

2. BUILDING MONITOR REPORTS:

Building 869: No change
 Building 20: Lights continue to need cleaning
 Building 30: No report

3. LETTER TO THE BOARD RE: MAY 24, 2010 DISPOSAL OF PROPERTY IN COMMON AREAS: Kathy Sibley sent a letter to the Board regarding the disposal of a couch located in the laundry room of Building 20. She reported that both Diane and Joyce informed her that the dumpster was filled and that there was no space for the couch. She went on to report that the couch was a health hazard and requested that the Board find a way to remove it. Alan volunteered to look into the disposal of the couches which includes the one in the laundry room of Building 869. He will either remove them in his truck or inquire if the town will pick them up. Joyce will call Paine's to see if they will take them if they are put by the dumpster. Another alternative is to see if Rupert can remove them.

4. WINDOW WASHING: It was decided that we recommend postponing the window washing until

after the drainage and paving projects are completed.

The meeting was adjourned at 8:45 p.m.
Our next meeting is on July 5, 2010.

Respectfully submitted by: Diane Shimoda-Peterson