

WESTBURY CONDOMINIUMS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
NOVEMBER 15,2012

MINUTES

Attending: R. Huhtanen, M.Levitz, L. Swanson, A. Sheckman
Absent: D. Rosow also attending: A. Comrie and S. deMello

The meeting was called to order at 6:40pm by A. Sheckman.

Minutes of the Board meeting held on October 18,2012 were approved on a motion from R. Huhtanen, seconded by M.Levitz and passed by voice vote.

There were no reports from any committees presented at this meeting.

Mr. Comrie presented the financial report for the first month of the current fiscal year. He reported that the cash balance on hand in the Operating fund was \$115,273 and \$279,250 in the Reserve Fund at the end of October 2012. He also reported on gas costs in October 2012 versus the gas costs for October 2011.

Mr. deMello presented the property manager's report. He provided a quote from Simplex-Grinnell for fire alarm upgrades. He also reported on 'windows issues' and was directed by the Board to seek assistance in examining the source of possible air infiltration which may be the cause of excessive condensation.. Mr. deMello will seek a quote from Jasperson Electric for conversion of fuse boxes to circuit breakers in units. The Board agreed to have Mr. deMello contact Simplex-Grinnell to review their quote which was considerably higher than two others received.

A motion was made, seconded and passed to proceed with Imagineers to perform cladding of certain garage trim as per their proposal provided that the specifications for coil stock were the same as that utilized by LKG previously. Mr. deMello is to contact the wrought iron rail contractor concerning the install date for this work. There was no quote for gutters or garage roof replacement from

LKG Contracting. LKG did suggest an on-site meeting with a sheet metal fabricator to examine roof top equipment and to propose changes to insure the water tight integrity of roofs at #869 and #20.

Mr. Shectman reported that fire door labels have been installed on all fire doors.

Mr. huhtanen reported that surveys of residents in #869 and #20 are underway which will help in determining which units have fuse boxes versus those that have circuit breakers. Circuit breakers are present in all units in #30.

Mr. Comrie reported that Carney,Roy & Gerrol have all the documentation required for them to complete the audit.

Mr. Shectman advised that he is revising the “Request for Proposals’(RFP) in order to solicit new proposals from design consultants. He will forward copies of the revised RFP to both the Board and to the Ad Hoc Committee for their input.

Mr. Huhtanen reviewed his previous recommendation concerning the process to update the “Capital Project plan”. This update process is to occur on an annual basis at the time the annual audited financial reports are available. The Board adopted his recommended update process without comment.

There was a discussion of the suggested installation of garage door cables. Mr. huhtanen reported that a survey of garage space owners and users is currently underway concerning their interest in participating. The cost of cable installation is to be a garage owner’s expense. Mr. deMello advised that he thought the on-site worker could perform the work.

The Board discussed compliance with “Moving Rules” as contained in the “Resident Guide”. Following discussion, the Board agreed to distribute copies of the two pages of the Resident Guide which detail these “Moving Rules’ to all residents and owners as a reminder that compliance is required and that penalties for non-compliance will be applied as necessary. Mr. Shectman advised that

any owner or resident found responsible for damage will be billed for the cost to repair that damage.

The Board discussed winter preparations including the provision of ice melt buckets and shovels at the entrance to each building.

A motion was made, seconded and passed to provide funds for the purchase of “wreaths only” for the front doors of each building.

Under “audience to visitors” the Board heard comments from unit owners regarding rules enforcement, billing by Otis for elevator repairs, making the on-site worker aware of the condo rules, a suggested bond or deposit to collect damages or fines, the need for written reports of rule violations and/or damage to common areas, and possible use of a Web page.

A request from Joyce Falkin for purchase of two bags of Holly Tone was approved.

The Board set its next meeting for Thursday, December 20th at 6:30PM in the Basement of #20 Outlook Avenue.

A motion was made, seconded and passed to enter into Executive Session to discuss pending legal matters.

Following the Executive session, A. Shectman was authorized to contact Atty. Howard Rosenberg to discuss his possible representation of Westbury Condominiums. Mr. Huhtanen was authorized to contact Atty. Alan Silver regarding two collection matters. The Board discussed the bath tub drain failures and agreed to have Mr. Huhtanen draft a notice to unit owners concerning this matter.

A motion was made, seconded and passed to adjourn the meeting at 8:40PM.