

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association****Tuesday, February 16, 2016****( Corrections underlined on Pages 1 and 2 )**

The meeting was called to order at 7:03 PM by Alan Shechtman, President. Board members in attendance were: Joyce Falkin, Vice President; 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 January 19, 2016 Board meeting, asking for any corrections or additions. Joyce Falkin asked Susan Ahearn to identify the building in which the circulator pump was making noise, as well as to provide further identification of Garage no. 48, recently cleaned; i.e., who is the owner and in what building does he or she reside. The Motion to approve was made and seconded by Board members to approve the Minutes as prepared, with the understanding that corrections would be made before being posted to Westbury's web site. A reading of the Minutes was waived by the Board.

**Financial Report – Alan Comrie**

Alan stated that a financial report for the month of January has been posted to the web site. He distributed copies of the Interior Renovation Project, a two-page report as of 02/15/16. Page 1 provided a listing of payments to the vendors, and the second page provided a payment schedule by contract. This exhibit will be filed with these Minutes. On a YTD (year-to-date) January 2016 budget v. actual, Westbury had an excess of \$13,633 attributable to a positive variance of \$4,010 in the gas line item. Other positive variance items were in the categories of General Repairs & Maintenance, reflecting \$2,567 and in the Maintenance Worker, \$1,285. A prior year comparison (January 2016 v. January 2015), resulted in a gain of more than \$3,400 over the previous year. On a month-only basis, excess revenue came in at \$2,662 compared to a deficit of \$582 in January 2015.

Cash balances by Bank (as of 01/31/16) – United Bank: \$108,481.67 and First Niagara Operating and Reserve Fund: \$397,706.78. Total cash on hand at January 31, 2016: \$506,188.45. Alan stated that he will prepare a check for \$100,000 from First Niagara Bank to United Bank. Alan also stated that he had moved \$36,000 of the monthly budget transfers (December, January and February) from First Niagara Bank Operating Account (#641) to First Niagara Bank Reserve Account (#633).

Lyn Swanson asked Alan whether there were expenses for use of bobcat equipment for recent snow removal. Alan replied no, saying to his knowledge no invoice had been received.

**Committee Report – Finance/Lois Menold**

Lois was absent.

**Property Manager's Report – Brian Milano**

- A new lockset and a new light were installed in rear entrances at Bldg. 869;
- A noisy circulator pump in Bldg. 869 prompted Brian to have B T Lindsay come on site to examine the pump and determine the cause. The repair is \$1,500 and B T Lindsay has ordered the parts to make the repair;
- All Seasons Pest Control Service contract was received and the contract will be renewed;
- A ceiling tile repair was made in Unit 202, Bldg. 869; the association fee will be paid by Relocation Services until the sale of this unit takes place;
- Luis has cleaned drains and building roofs of debris;

**Property Manager's Report (cont'd.)**

- A garage (no. 48) has been cleaned out and is now ready for use by the owner of Unit 104, Bldg. 20;
- Kalinowski will be furnishing a quote for plywood to be used in the garage repair project;
- Brian has spoken to John Kroll, senior project manager at Lockheed Window, who could furnish no update when they talked regarding the window(s) issue in Unit 301, Bldg. 30, but promised an update on February 17. The window issue is thought to be condensation and not frost.

Alan Shechtman asked if Lockheed (the window installer) is available to do the installation. Brian replied Lockheed is available, but he (Brian) is at a loss as to why there has been such a delay in getting the window(s) delivered, and also why the problem persists in the unit.

Joyce Falkin asked Brian if consideration has been given to the number of tropical plants kept in the unit and if there is also a humidifier in use. Brian agreed to follow up with the owners about moving the plants to another place in the unit as a test to determine if the plants might be the cause of the problem.

Brian had no further updates to provide to the Board.

Joyce asked Brian to provide information on the tree-trimming project that has been requested for some time, and she wanted to know the charge for each vendor. Brian provided the Board with a one-page exhibit of costs from three vendors: Marchion & Faucher, Bartlett Tree Service, and Ace Tree Service. Brian recommended Marchion & Faucher over the other two vendors. Marchion & Faucher's price including tax came in lower than Bartlett's whose charge was highest and Ace Tree whose price was lowest. Brian reported that Ace cannot be depended on to perform consistently; at times they do good work and at other times their work is not up to standards expected by a customer.

Joyce asked Brian to be in contact with Marchion and put Westbury on Marchion's schedule for immediate work. Brian stated he would be in contact with Marchion and schedule Westbury as soon as possible.

Lynn Swanson asked what was Westbury's budget for the tree work charges. Alan Comrie replied that the expense would go in as a capital improvement. There is \$5,500 set aside in the operating budget for landscaping/mulch projects. Joyce proposed the following Motion:

The Board to accept Marchion & Faucher's bid for the tree work based on their quote which included tax, and Brian Milano to contact Marchion for immediate attention to perform the work at Westbury.

The Motion was approved by Board members to accept the Marchion & Faucher bid and for Brian Milano to contact Marchion & Faucher for immediate attention at Westbury.

**OLD BUSINESS****Report on Common Area Renovation**

Alan Shechtman provided an update to the Board, stating that in Building 869 woodwork along the length of the lower half of hallways is now completed and wall covering is being added on the first floor.

### Report on Common Area Renovation (cont'd.)

The new carpeting is soon to follow as it is on schedule and on budget as well. The painters, woodworkers, and other skilled labor will move on to Building 20 to continue their work, as some work has initially begun there.

Before giving an update on rules changes, Joyce Falkin reported that a new system of recycling had begun in Building 869, and the new system seemed to be working well.

### Rules Changes

Joyce stated that rules for moving in and out and for home improvement projects have been revised by a sub-committee of the Board (Ted Calabrese, Joyce, and Susan Ahearn) after a review of comments from owners. Hard copies of the revised rules were made available to Board members at this meeting and previously had been sent electronically to the Board prior to this meeting. Joyce then proposed the following Motion:

That the revised rules for moving and home improvement projects be approved by the Board at this meeting.

The Motion was approved by two Board members present, and by a third Board member (absent) who indicated his approval in a written statement, dated February 13, 2016:

“On the Motion to be made concerning the adoption of rules pertaining to moving and home improvements at the February 16, 2016 Board meeting [,] I vote in favor of adoption.” ( the written vote will be filed with and attached to these minutes).

A fourth Board member did not approve the rules as revised.

Lynn Swanson expressed her opinion to the Board and audience concerning the moving rule restriction, specifically prohibiting Wednesday and Saturday moves. She also stated that owners and most residents at Westbury observe and abide by the rules.

### Garage Roof Repairs

Joyce reported that based on information from Kalinowski Construction and JP Carroll in their price quotes, these vendors did not specify their costs for plywood. Brian Milano again stated that he had had positive experience working with Kalinowski at another site and that Kalinowski provides a 15-year guarantee for their work. JP Carroll, while more expensive, guarantees its work for 20 years.

Alan Shechtman suggested that the decision be made to confirm with one vendor and pursue all specs (specifications) with the one vendor. The price quote from Kalinowski came in at \$44,500 while the quote from JP Carroll was \$53,250. Alan further suggested negotiating with Kalinowski, and proposed the following Motion:

Brian Milano, Property Manager at Westbury, to enter into negotiations with Kalinowski Construction.

The Motion was approved by all Board members.

Brian suggested he would meet with Kalinowski and do a “walk around” to acquaint the vendor with the scope of the project.

#### Reconsideration of Pet Rules

Alan Shechtman expressed some concern regarding whether the prior Board had the authority to permit more than two domesticated cats in an owner’s unit. However, not enough background was available at this meeting, and it was agreed to postpone the discussion to another Board meeting.

#### NEW BUSINESS — Radiator Work, Off-Season

Joyce Falkin began by stating that there was radiator work begun in 2013, but no record or report of the status of that work was made at the time, whether completed or unfinished. She expressed concern as to why the work was done and what precipitated it. Alan Shechtman offered that the vendor chosen for the work was not professional, and was hired by the previous Board. Brian Milano stated that he trusted B T Lindsay’s work, and that he would inquire from several other vendors. Joyce stated that she would follow up with Brian on his inquiries. Alan stated that the Board needs to educate itself on the process as well.

#### Concrete Work

Joyce stated she added this topic to the agenda as it is a subject that needs discussion. Brian stated that he would obtain quotes. Joyce asked when this repair work should be started. Alan Shechtman questioned Brian as to whether the vendor would provide quotes for sections or square feet of concrete, and asked Brian to get prices from the vendor. Joyce stated that Brian should accompany the vendor when he (vendor) is on site, mark the places with paint where repair is needed, and also provide a list of the areas to be repaired.

#### AUDIENCE TO VISITORS

A woman from Westbury (building unknown) inquired about the rules. Alan Shechtman provided background and reasoning behind the purpose for Westbury’s rules, citing examples of damage to elevators and “lots of cosmetic damage” throughout the interiors of the buildings over the years. He stated that once all buildings’ interiors are completed, Westbury needs “something in place” in order to prevent possible expense to elevators which have been misused and overloaded, as an example; also, having unregistered pets in units, more than two domesticated cats; dogs in units or on the property, and any other animals kept confined in a unit; moving in and out rules, etc.

A second woman inquired about the possibility of an upgrade to the washing machines in the laundry areas. She would like to see front-load washers installed, rather than the current style top-load machines. Alan responded by stating that the prior Board entered into a contract with Automatic Laundry several years ago. Alan asked Brian Milano to make inquiry with Automatic Laundry to determine if it is possible to make a change of equipment. Brian will follow up.

There were no other questions or concerns from members of the audience. The next meeting of the Board will be held on Tuesday, March 15, 2016.

Alan Shechtman made a Motion to adjourn the Board meeting. The Motion was approved and seconded by Board members. Alan made a second Motion to enter into executive session. That Motion was approved and seconded by Board members.

**APPROVED**

**The Board meeting was adjourned at 8:04 PM.**

**Susan Ahearn, Recording Secretary**