

June 17, 2014

Summary of Activity – Renovation Project  
Presented to the Board  
(Update Number Nine)

**The intent of this report** is to give everyone involved with the project as well as those observing its progress an update on what has been accomplished and what we need to do to complete the project successfully. We have reached a point of critical decision-making about issues that need to be addressed. For those owners in attendance this evening who are not familiar with the history of the renovation, a brief synopsis may be helpful.

**In August of 2013, a recommendation was made by the ad hoc committee** to the board to hire Advent Design as our professional design consultant. The Westbury began working with Sheri Gold, principal of Advent Design, right after Labor Day. Toward the end of September, Ms. Gold became ill during one of our meetings with her. Subsequently, she appeared and declared herself to be able to continue working with us. Ultimately, at the end of April she informed us that due to her medical situation she would be unable to remain involved with our project. We regret this outcome, and wish Ms. Gold very well.

**Present status of the renovation:** There is unanimous consensus that we should hire a new design consultant. There also has been nearly unanimous consensus that we should not try to self-manage the work of the renovation. Some of the elements of Ms. Gold's work for which she had been compensated prior to her resignation, in particular production of building designs and presentation of a design scheme, remain with us.

However, it was always our expectation that there would be more than one design scheme from which to make a final selection. In addition, a number of important details need thoughtful consideration. These include cost comparisons of traditional broadloom and carpet tiles so that we can begin establishing some budget boundaries for the project. Numerous decisions are pending with respect to other flooring, colors, wallcoverings, light fixtures, etc., etc. We have kept our attention and focus on the project by meeting every Thursday since early May. As a result, three viable candidates for the position of new consultant have been identified.

**Makeup of the ad hoc committee:** Over time the makeup of our ad hoc committee has changed. At present, there are two original members. All of our meetings are open to owners, and in the past few weeks between four and six unit owners have participated with us in the discussions of the committee. Their participation has been invaluable, and we hope that the board will allow them to continue to participate.

**Management of quality of project:** The committee believes it is in the best interest of the renovation project and the community to follow the processes approved by the board in February 2013 as we select another new designer. It was determined at that time that we should interview more than one candidate, and all candidates should have the same information. The goal is to select the best one for our needs.

Once a design has been selected, there will be the critical selection of a construction manager to help prepare bids and manage the actual construction of the renovation. Doing it right with well qualified contractors and vendors is the best way to get best value for every dollar that we will spend. Appropriate oversight of the project will be very important.

**Cost of project:** Obviously, we are going to be spending a good amount of money to refurbish our buildings. Although we are fortunate to have good reserves, none of us wants to spend all of the money! We will need to balance quality and cost. By following good processes, we can make sure we only spend as much money as we can afford. By working with well qualified professionals at every level of the project, we hope to ensure the best result.

We have been informed that we are not in a position to select a new designer until there has been legal termination with Advent Design. We will not know how much of the total \$19,500 fee agreed upon with Advent Design for its full participation in the project will now be available until a settlement has been announced. Subject to resolution of all pending issues with Advent Design, we have prepared ourselves to be ready promptly to continue with the renovation.

Attached is a list of outstanding questions that await response from the board. With this information we should be able to move forward with our renovation.

We look forward to collaborating with the board and owners to make The Westbury the special place to live that it can be. Also, at a time when getting volunteers to serve the community is challenging, we think this project can become a prime example of how this kind of cooperation can be highly effective as well as gratifying.

Submitted by the chair  
of the ad hoc committee,

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