

APPROVED

Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Tuesday, December 15, 2015

The meeting was called to order at 7:03 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 November 17, 2015 Board meeting, asking if there were any corrections or additions. A member of the Board noted one correction on Page 2, referring to Brian Milano's remarks where the Minutes stated that Comcast was testing lines. The Minutes should have stated: "Frontier routinely does testing on Outlook and Farmington Avenues ... Frontier is aware of the outages...". The Motion to approve the Minutes with corrections was approved and seconded. A reading of the Minutes was waived by the Board.

Financial Report – Alan Comrie

Alan began his remarks by informed the Board that the November 2015 results are posted to Westbury's web site. On a YTD (year-to-date) Budget v. Actual, the month of November resulted in \$4,237 excess revenue over expenses. Favorable results were realized in the categories of General Repairs (General R&M); in Gas consumption, and the Maintenance Worker. In comparing November 2015 YTD with prior YTD results, Westbury experienced a positive variance of \$1,126. On a Month-Only comparison, Westbury is below November 2014, but only by \$1,004. Reserve Fund net income was \$1,290, October through November 2015. Westbury's total assets as of November 30, 2015 are \$604,043, of which \$586,037 is cash. Cash balances by Fund are Operating: \$85,492.78, and for the Reserve Fund are: \$504,232.80. Cash balances by Bank: United: \$210,359.57; and First Niagara (Operating & Reserve Funds): \$379,366.01. Alan has prepared an exhibit, the first of a "Payment Progress Update", detailing renovation expense payments issued from 06/19/2015 to 12/14/2015 to contractors and Timothy R. Wooldridge Interiors, Ltd. A copy of that exhibit is attached to and filed with these Minutes.

Alan had nothing further to report to the Board.

Finance Committee Report – Lois Menold

Lois informed the Board that Westbury's electrical supplier will now be Town Square Energy of Lakeville, MN, and the per-kilowatt hourly rate will be 0.0773 effective 12/15/2015, at a fixed rate for one year. Lois has forwarded copies to the Board of an e-mail issued from ConEdison Solutions acknowledging Westbury's change of supplier. ConEdison's per-kilowatt hourly rate was 0.95. Lois asked Alan Comrie when the 2014 audit would be available. Alan replied that the report is in draft form, and he is awaiting a positive response from the auditors. Ted Calabrese asked Lois if the new kilowatt rate was for delivery of electricity. Lois and several other Board members replied that the 0.0773 is a supplier (generation) rate only. Lois and Alan Comrie will be visiting the bank to pursue better rates for Westbury's cash accounts.

Property Manager's Report – Brian Milano

- A leak in Bldg. 869 has now been repaired;
- The shed between garages on the east side of the driveway has been re-roofed by Luis and a helper;
- Water has been pumped off the roof of Bldg. 30 by Luis;

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

●All gaps in the windows of Unit 301, Bldg. 30, have now been sealed; Brian will follow up again with Lockheed regarding installation of window(s) in this unit. The original order for installation was placed at the end of October and there has been no communication from Lockheed to Brian as to when the vendor will be coming;

●Brian provided an exhibit for Joyce Falkin regarding bids for tree trimming and removal. The exhibit listed three vendors: Marchion & Faucher, Bartlett Tree Service, and Ace Tree Service. Brian stated that all three vendors are currently available to work. Joyce asked Brian to inquire from Alton Tree Services LLC of West Hartford. Alan Comrie stated that Alton has done work for Kingswood-Oxford and the company does fine work and is reasonable in price;

●Brian related to the Board that he has received a letter from his supervisor at Imagineers regarding the "bill rate" for Luis Colon. Currently that rate is \$26.19 and should be \$29.00. Joyce stated that the Board needs to know Luis' time spent on various projects when he works at Westbury. Brian agreed to repeat this to Luis, and will ask him to detail how much time and on what projects works when at Westbury.

Alan Shechtman stated that as a Board, we need to discuss the "bill rate" and Luis' activity and hours. Alan Comrie offered to look at Imagineers' schedule.

Joyce inquired about the garage roof repairs, reminding Brian that he was going to make the repair process more easily understood. Brian replied that he was waiting for the third vendor's proposal.

Brian had no further updates for the Board.

OLD BUSINESS

Garage Roof Repairs – (previously covered in Property Manager's Report; see remarks directly above.)

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

Joyce proposed that the Board refer amending the Declaration to the Finance Committee, and was going to put her proposal in the form of a Motion. Alan Shechtman stated that this subject would come up again, and it was his opinion that the Board engage Scott Sandler of Perlstein, Sandler to prepare an amendment with the appropriate language. Alan put forth the following Motion:

Scott Sandler to draw up language to amend Westbury Association's Declaration to reflect a policy of billing back owner-occupied units for the sales tax incurred on certain services.

The Motion was approved by all Board members.

Reconsideration of Pet Rules

Regarding pets at Westbury, Alan Shechtman stated that Westbury should refer to Scott Sandler for specific language concerning pets. Joyce Falkin stated that the Board needs to inform Scott what it proposes going forward, with the exception of “grandfathering” of existing pets (cats). Alan proposed the following Motion:

Scott Sandler to amend Westbury’s current rules to reflect a no-pet policy at Westbury going forward, while “grandfathering” existing pets (a maximum of two domesticated cats per unit).

The Motion was approved by all Board members.

Report on Common-area Renovation

Alan Shechtman provided the following update of activity since the renovation in Bldg. 869 began:

●Wallpaper has been stripped in Bldg. 869 completely, and John Bollash of Bollash Custom Paperhanging has begun removing wallpaper in Bldg. 20. John Bollash is also repairing some wall surfaces that have been damaged. He has furnished a Change Order with a quotation for sealing areas where “bubbling” has occurred due to a section of a wall not properly prepped. There are four areas that need to be sealed. John noted that in Bldg. 30, the walls will not need to be sealed. His cost to seal or re-seal walls is \$0.25 per square foot; this price includes labor and sealer. Alan proposed the following Motion:

That the Board approve the Change Order submitted by John Bollash of John Bollash Custom Paperhanging to proceed with sealing or re-sealing of wall surfaces that have been damaged, at a cost of \$0.25 per square foot, the price to include labor and sealer. The Motion was approved by all Board members.

- New wallpaper (Joe Cornfield’s Wallpaper & Window Treatments) has been received and is being stored in a secure room in Bldg. 869 on a pallet off the floor;
- Woodwork (Specialty Building LLC) has been shipped and is being painted in the vendor’s shop;
- The painting contractor (Renaissance, A Painting Co.) has painted walls, stair railings, stairwell areas and doors in the rear of Bldg. 869;
- Carpeting (McBride Wayside Carpeting) is at the vendor’s location.

Rules Changes (Moving In-Out, Special Deliveries, Renovation/Improvement)

Joyce stated that all owners have received the proposed rules changes in the Notice and Comment mailing, and the Board is in the process of making adjustments to the rules, based on comments received.

She further stated that anyone in the Audience (present at this meeting) who has not yet responded to the Notice & Comment speak now.

Rules Changes (cont'd.)

● **Hillary Keller of Bldg. 30** asked why there could not be a move-in, move-out or special delivery on Wednesdays and Saturdays. Joyce replied that an owner/tenant could move or receive a special delivery if the person were willing to pay a fee for supervision on those days. The reason for discouraging Wednesday and Saturday moves and deliveries is that Westbury currently has no on-site supervision on those days.

● **Mrs. Ching Shen of Bldg. 30** asked about the Association's having the authority to choose a contractor to repair damage after a move in or out. Joyce replied affirmatively; the Association would select a contractor to remedy the damage resulting from a move or special delivery.

● Mrs. Shen asked whether an owner had to notify the Association when contracting for a painter's services. Joyce replied that the Association should be notified about painting being done in a unit.

● Mrs. Shen questioned if a move in or out had to occur in a short amount of time (e.g., a few days or less than ten days) would that be possible? Joyce replied that the Board would try to be equitable and fair in that particular situation.

● **Mrs. Shen** also informed the Board that there is a cracked window in her unit. Alan Shechtman replied that Westbury has a small supply of replacement panes of glass on site, and if the supply does not include the size needed for replacing her window, a replacement pane could be ordered from the manufacturer. Joyce asked if Luis Colon could do the replacement. Brian Milano replied affirmatively.

NEW BUSINESS – CAI (Community Associations Institute) Membership

Joyce informed the Board that Westbury's current membership expired in June 2015, at a cost of \$440 for a five-member Board. After a short discussion among Board members, Joyce agreed to try to negotiate a six-months membership for January to June 2016.

Audience to Visitors

Lois Menold stated that CAI conferences and seminars are open to anyone from a condominium or other community whose membership is current with CAI.

Diane Shimoda-Peterson asked about a unit door left open when hallway painting is being done during the renovation process. She is concerned about security during her absence when the unit door needs to remain open after being painted. Joyce replied that a four-hour time period might be required before the paint is fully dry on the door. Diane further asked about the threshold being painted and the installation of "sweeps" at the bottom exterior of the unit door. Thresholds and "sweeps" will be installed on unit doors in all buildings. Joyce assured Diane that when her unit door was ready to be painted, Diane should let the Board know when she (Diane) would be away and someone would be present outside her unit to provide security.

Audience to Visitors (cont'd.)

Lois Menold asked if Westbury could have an additional supply of paint on site. Joyce replied that paint used in the common areas of the buildings will be saved for any needed repairs.

An Owner in Bldg. 20 stated that her unit continues to be excessively warm. Alan Shechtman replied that there is no good solution to reducing the heat, and calibration is probably needed.

Lois Menold asked if the Association could lower the temperature of the water settings. Both Alan Shechtman and Jerry Shimoda-Peterson answered that it is very difficult to adjust the settings, as there are many variables.

Jerry Shimoda-Peterson asked about sidewalk repairs. Brian Milano replied that he has called the Town of West Hartford, and the response he has received is that the Town will come to make the repairs. Brian will pursue in person when he contacts the Town again.

There were no further comments or questions from the Audience.

Before adjourning the meeting, Joyce Falkin asked the date for the January 2016 meeting. Susan Ahearn replied that it will be Tuesday, January 19, 2016.

Joyce further questioned the Board if Tuesday continued to be the day that members preferred to meet. All replied affirmatively. Joyce stated she would prepare an updated listing of Board meeting dates for the next six months.

Alan Shechtman made a Motion to adjourn the meeting. Several Board members provided a second to the Motion. The meeting was adjourned at 8:09 PM.

There was no Executive session.

Susan Ahearn, Recording Secretary