

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association****Held: Tuesday, July 21, 2015**

Alan Shechtman called the meeting to order at 7:03 PM. Board members present were: Joyce Falkin, Vice President, Ted Calabrese, Treasurer, Lynn Swanson, Director, and President, Alan Shechtman. Susan Ahearn, Recording Secretary, was present. Alan made a Motion to approve the Minutes of the June 16, 2015 Board meeting, asking if there were any changes or corrections. The Motion was approved and seconded by the Board to approve the Minutes as recorded. The reading of the Minutes was waived by the Board. Also approved was the posting of minutes in laundry areas of each building; Board members will follow through with this task.

Alan Comrie provided the monthly financial report. Prior to the financials, Alan informed the Board that he has sent them a copy of the occupancy permit certificate issued by the town of West Hartford, requiring no action by the Board, as well as information from Attorney Rosenberg on the foreclosure issue. There has been an increase in sales activity, per Alan, during the last month. Joyce Falkin asked where in the Resident Guide the resale package can be found. Alan replied that the Guide is located in the center of the package. Lynn Swanson suggested that key information should be noted on the front cover of the package. Alan stated he would list items of importance on the cover, and agreed to have Lynn critique the items. For the month of June, Westbury was projected to have a deficit, but instead had a positive budget/actual variance of \$21,878, primarily due to: an \$11,070 favorable variance with gas; a \$5,619 favorable variance with maintenance work; a \$3,500 favorable variance with landscaping projects, and a \$3,074 favorable variance with fire protection. Revenues are trending well; on a monthly basis, revenues were budgeted at \$783, but results came in at \$2,062. Cash balances at 06/30/15 were: \$61,532.72 for the Operating Fund and \$438,669.07 in the Reserve Fund. The Reserve Fund, with excess revenues over expenses of \$40,943 at 06/30/15, has project expenses to date for the fiscal year to include the alarm system/fire alarm installation (\$29,597), lighting project (\$29,204) and payment to Timothy R. Wooldridge Interiors, Ltd. (\$3,600) as the first payment per contract.

The Finance Committee was reported on by Lois Menold, chair. The budgeting process will depend on results from July financials, and the actual process as stated by Lois is for the Board to furnish "the numbers" for her and the committee. Alan Comrie reminded the Board and Lois about insurance costs to come. Concerning the subject of refunds for sales tax paid by Westbury for investor owners, Alan Comrie stated that the exhibit distributed to the Board on July 21, 2015 is only a partial listing; more work is needed to arrive at actual amounts to be refunded to Westbury. The Board suggested that Lois defer until after the budget approval meeting to pursue an investigation into solar paneling at Westbury.

Property Manager Brian Milano provided an update to the Board:

- Four different repairs have been made to air conditioning units, including one on July 21;
- Frontier has installed new telephone lines;
- Luis Colon has painted railings in front of all buildings; he has been checking roofs and drains after any rainstorms; he discovered a leak in the roof of Building 869; and he has made minor repairs to sidewalk areas behind Bldgs. 20 and 30;
- B T Lindsay will look at duct work, and Alan Shechtman and Brian will make an inspection;
- The replacement window(s) for 30/301 have been shipped from Pennsylvania, ground freight delivery. Westbury is to pay for the installation;

- West Side Landscaping has completed work regarding ivy removal behind Bldg. 20;
- A recent incident with a moving company using the front entrance at Bldg. 20, Unit 103, occurred on a weekday; Luis was made aware of the movers' use of the front entrance;
- Luis is in need of a helper to clean air conditioning vents;
- Roof-top air-conditioning filters need to be addressed;

The following MOTION was made: Imagineers worker to be paid \$52/hour for a maximum of two days' work to assist Luis Colon on air conditioning projects. The Motion was approved by the Board.

Regarding window cleaning:

- Brian referenced the proposals furnished to the Board from CVG of Bristol and Fish Window Cleaning of Wallingford. CVG will come to do a sample, with cleaning solution in the water.

The following MOTION was made: Engage CVG of Bristol, CT to come to Westbury per their proposal, do a test cleaning on the west side of Bldg. 869, and if the test is to the Board's satisfaction, Westbury will use CVG as the window cleaning vendor. The Motion was approved by the Board.

Regarding pest control:

- Alan Comrie receives an invoice of \$160/month from a current vendor for his services. Alan suggests that a Board member be present when the vendor performs the service to see how the service is administered and to develop a business relationship with this vendor. The Board needs to get to know him and see how he performs his work. The Board will determine whether or not to continue receiving services from this vendor.

**Old Business —**

#### **Renovation of the Common Areas**

Alan Shechtman reported that Tim Wooldridge has made available three design/color choices for the Board's inspection and decision. Tim is firming up pricing in order to give Westbury some budgetary figures, hoping to have this information available within the next seven to ten business days. At that time, the Board will meet with Tim and look at pricing. The three choices are of similar grade quality, with little variation in price. An interested-owners meeting will take place at a date and time to be determined for Tim to present his proposed design/color choices. Lynn Swanson has created a feedback form for interested owners to indicate their preferences; however, it will be up to the Board to make any final decision on overall design/color choice. At Tim's next meeting with the Board, Alan Shechtman stated he would like to have Tim's opinion as to why he (Tim) has chosen these designs and color choices.

#### **Status of Landscape Proposals**

West Side's work remains incomplete: bushes need to be moved; north side garage damage behind Bldg. 20 remains unrepaired. Garage gutters have not been cleaned. West Side has been paid \$5,100 plus \$1,400 for the month of July. Mike Hodges'/West Side contract expires on September 30, 2015. Board members stated that Mike should complete what was agreed to; however, Alan Shechtman asked how much should Westbury withhold from Mike in order for him to complete all that he agreed to do, stating that much damage to sidewalks was done by the use of the Bobcat equipment (snow removal). Alan further stated that the Board and he should discuss with Mike to come to an agreement regarding sidewalk damage but in the interim, Alan Comrie should not issue any check payment to Mike, but get a dollar figure from him. Westbury will eventually terminate the business relationship

with West Side. Alan Shechtman asked about a target date for JH to start, and stated he would telephone Mike Hodges on July 22, 2015.

**Garage Roof Replacement Proposals**

Ted Calabrese has obtained three proposals for the garage repair work: one provided by Kalinowski; the second from Exteriors of CT, LLC, and the third quote from J P Carroll. Ted favors the proposal from J P Carroll for \$53,250 since Carroll would provide a 20-year guarantee on their work. The areas to be worked on are roofs for garages numbered 1 through 21 and 53 through 69. Alan Shechtman stated that the Board needs to spend more time reviewing the quotes.

**Atty. Sandler Comments Re: Investor-Owned Cap**

Alan Shechtman and Scott Sandler had recent discussions, and Alan related that Scott had given him examples (via e-mail to Alan) of two other condominium communities and how they manage and respond to this issue. Alan will e-mail to the Board what information Scott Sandler has sent him.

**Westbury Newsletter**

Joyce Falkin called upon Patrick Miller to present to the Board his plan to assist with the publication of the newsletter. Patrick will serve as copy editor and defer to Joyce regarding content of the newsletter. The plan is for the newsletter to be published on a monthly basis after information is collected by Joyce, and Patrick would format the information as a one-page, two-sided letter. Any suggested topics for inclusion should be sent to Joyce well ahead of publication. Owners from the three buildings have volunteered to make the physical distribution. Off-site owners will also be included in the distribution.

**Proposal for Meeting of the Board — Ten-Year “Get Well” Plan Update**

Alan Shechtman and Alan Comrie will discuss data that Alan Comrie has updated prior to a formal meeting of Board members. Also to attend the meeting will be Lois Menold, Finance Committee Chair.

**Audience to Visitors**

Hillary Keller of Bldg. 30 drew the Board’s attention to water pooling on the floor behind the area where the Board was seated. Water was coming from a storage area due to a storm while the meeting was in session.

Mrs. Ching Shen of Bldg. 30 asked about removing large bushes bordering the sidewalk area leading to a portion of the driveway behind Bldg. 30. The bushes make it difficult for movers and others accessing this strip of sidewalk. She also asked about widening the rear door area.

There were no further issues or concerns expressed by the audience.

A Motion was made to adjourn the meeting, with the Board indicating unanimous approval. The meeting ended at 8:28 PM.

A Motion was made to go into Executive Session.

Susan Ahearn, Recording Secretary