

The meeting was called to order at 7:01 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Todd Darch, Treasurer; and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager.

Alan Shechtman began the meeting by asking for approval of Minutes taken during the June 28, 2016 Board meeting. A Motion to approve the Minutes, unless there were corrections or additions, was made and seconded by Board members.

Financial Report – Alan Comrie

Alan provided copies of the June financial report to the Board and reported that for the month, Westbury is “trending to the good”, citing examples such as HVAC, Electricity, Gas, and the Maintenance Worker – all coming in with positive variances for June. He then directed the Board to Page 7, a Reserve Fund Cash Analysis exhibit by Bank, showing the following: activity in early July; future payment activity involving interior renovation vendors; as well as activity between United Bank and First Niagara, and transfers to be made to First Niagara Reserves from the July, August and September Operating account. Cash balances by Fund as of June 30, 2016 are Operating: \$98,340.43 and in the Reserve Fund: \$226,990.77. By Bank/ United: \$67,918.90, and First Niagara: \$257,412.30. Total cash on hand as of June 30, 2016: \$325,331.20. Alan also reported several upcoming expenses: a \$1,550 rental management fee, and \$3,234.10 for exterior window washing.

Joyce Falkin referred to electricity expense, as several owners expressed concern for interior hallway lights remaining on day and night, and the anticipated additional expense. Alan Shechtman explained that the bulbs used are LED's and the expense to keep the lights on over the course of a year's time would be approximately \$100 for all three Westbury buildings.

Discussion took place among the Board and Alan Comrie concerning the budgeting process and meetings to be held. Alan Comrie will meet with Todd Darch during the current week to begin the process.

Alan Comrie concluded his report to the Board regarding June 2016 financial results.

Property Manager's Report – Brian Milano

Brian furnished the Board with a written report of activities since the previous Board meeting:

- Garage re-roofing has been completed; new gutters installed and trim wrapped. The roofs were inspected after a recent heavy rain and there were no signs of leaks;
- Air conditioning maintenance in Bldg. 869, Unit 103; Bldg. 20, Unit 302, and Bldg. 30, Unit 302 was performed by The Schaffer Company, a vendor that Brian has used previously. The air conditioning unit in Bldg. 30, no. 302, according to Brian, may need to be replaced before the end of the season as it is an original unit;
- A timer was replaced on an exhaust fan in Bldg. 20;
- Luis Colon is continuing to water the new grass on a daily basis, and has checked gutters and drains on building roof tops;

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

- Exteriors of garage doors will be painted during the week beginning July 25. Notices alerting all owners and tenants whose cars occupy garages will be posted by Thursday, July 21. The work will also include the addition of new door handles as well as bottom insulation stripping where needed. Luis will have the assistance of a helper;
- The new tenant renting the Association-owned rental unit in Bldg. 869, no. 106, is planning to move in on Friday, July 22, 2016 pending a closing sale of her current residence. The move-in is to occur in the AM, per Brian. Luis is aware of this move-in and will inspect before and after the move. Brian has sent the Move-In/Move-Out Agreement form to the realtor;
- Exterior window washing will continue through Wednesday, July 20. Notices in all three buildings were distributed on July 14 prior to the work beginning Monday, July 18, 2016;
- Brian received an e-mail from JH Property Services (landscaping) on Friday, July 15, stating that shrubs will be pruned during the week of July 18. Brian reported that JH was expected on Monday or Tuesday (July 18 or 19); he informed JH that any shrub or bush that had a ribbon prominently displayed on it was not to be pruned;
- Joslin Concrete will begin the repair/replacement work at Westbury during the last week of August;

A Board member stated, and several others agreed, that Joslin's one-page proposal to Westbury via Imagineers (a hand-out furnished by Brian) additionally requires proper "spec" (specifications) and the remaining details of the contract.

- Windows for Unit 301, Bldg. 30 continue to be on schedule for delivery later in August. Brian also stated that a "lift" has been scheduled to complete the job;
- Luis will make arrangements with the occupant in Bldg. 30, Unit 105, to replace the cracked window. Brian reported Luis will need a day to complete the work, removing the cracked window, temporarily covering the opening with plastic, bringing the cracked glass to the company for repair and re-installing the new glass;
- Other duties performed by Luis at this time are interior cleaning, repairing of broken window screen, touch-up painting on a unit door and watering of new grass on a daily basis;
- Further activities reported by Brian:
 - A "Notice to Cease and Correct" has been sent to a unit owner in Bldg. 30, unit 104 concerning violation of a move-in/out agreement. Brian will discuss further with the Board in executive session;
 - A notice has been posted on a unit owner door in Bldg. 869 about a dog in the unit, but there has been no response to date;
 - Brian has followed up with the Town of West Hartford regarding the sidewalk repair and has been waiting for five days for a response;
 - Repairs have been made to the garage at 44 Outlook Avenue;
 - A new key has been made and furnished to the occupant in Bldg. 20, Unit 303;
 - Intercom systems in all Westbury buildings are in working order. The vendor spent two days working on the systems to make them operable, at least for the near future;
 - Brian reported that in Bldg. 30, Unit 104 is "under deposit".

Brian had nothing further to report to the Board.

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

Alan Shechtman commented that a local vendor should be identified to perform the window installation in Bldg. 30, Unit 301. A call to Graham, the manufacturer of the windows, should be made, asking Graham to furnish a vendor who is local to Hartford or the Connecticut area.

Joyce Falkin mentioned to Brian about having Peter Hankard visit Westbury concerning tree branches, and that activity should occur in October when gardening plots are “put to bed.”

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

Alan Shechtman reported that a large metal box will be installed to hold realtor “lock boxes” in the outer lobbies of all buildings. Realtors will have access to their lock box within the large box, since it would not be secured. There was discussion among Board members as to how the mounting of the large boxes would be done, who would do the work, etc. Alan stated that Westbury should have our contractor reposition the boxes currently in place, and then mount the large box for the lock boxes centered between the outgoing mail and management office box (Bldg. 20 only).

Pet Rules Survey

Alan Shechtman agreed to e-mail the survey to on-site as well as off-site owners.

Revision of Resident Information Form

Joyce Falkin reported that on the Resident Information Form, unit owners and tenants are being asked to furnish keys to their units, further stating that this duplicate key or keys will be stored in a secured box in the Westbury Management Office. This request is being made so that in case of emergency, there is access to the unit.

Alan Comrie also would like to have owners and tenants furnish a storage area key in case there is an emergency and a storage unit must be accessed. Alan further stated that copies of tenant leases should be furnished to the Board, again in case of emergency, so that a tenant's name and contact information are available.

Report on Budget Work: Fiscal Year 2016–2017

Todd Darch has had a first meeting with Alan Comrie concerning the upcoming budgeting process. No specific date for another meeting has been set, although Todd stated “we are in process throughout August.”

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NEW BUSINESS –
Future Landscape Work

Todd Darch informed the Board that he did a “walk around” the property several days before the Board meeting, noticing the condition of the yews and stating that he thought they needed to be replaced.

Joyce Falkin stated that she did not agree with replacing the yews, and that the Board should set a date and time to walk around the properties to determine which shrubs, etc. need to be given attention. Joyce further stated that attention should be given to the area below Bldg. 20 windows in the rear of the building, and the Japanese maple near the rear south entrance to Bldg. 869.

Rules Governing Property Transactions, Sales and Rentals

Joyce began the discussion by saying that for some time, the only way that owners became aware of a unit for sale at Westbury was seeing a lock box in the outer lobby. Todd Darch commented that the Board needs to be informed. Joyce stated we (the Board) need to incorporate our rules into the Resident Guide.

Alan Shechtman stated that if there are changes in the Resident Guide, those changes must be circulated to all residents before the changes become official policies and are incorporated into the Resident Guide. However, the Board needs to incorporate our collection/foreclosure policies as soon as possible.

Alan Comrie offered to send out the new state-mandated rules for collection policies.

AUDIENCE TO VISITORS

Diane Shimoda-Peterson of Bldg. 30 stated she was having difficulty with the Resident Guide. Alan Comrie responded by saying that on every page of the web version of the Guide, there is a way of bringing the user back to the index as a ready reference. On another subject, Diane voiced concern about the crooked appearance of the A C Petersen enlarged photo in the lobby area of Bldg. 30. Joyce Falkin responded that the photo has been hung straight according to the contractor from Specialty Builders.

Mrs. Ching Shen of Bldg. 30 referred to the cracked window she mentioned at a previous meeting and would like it to be repaired soon. She also related that she had received an invoice from Imagineers for hourly services performed by Luis to clean up a detergent spill in front of a garage door, and was questioning the reason for receiving the invoice. Alan Shechtman responded by stating that just as the Association has a legal relationship with the owners at Westbury, “you also have a legal relationship with your tenant who was negligent in not cleaning up the spill.”

Bob Walsh of Bldg. 30 questioned the Board for requesting that unit owners furnish a key for their unit to the management office. A discussion among Board members and Bob Walsh followed.

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AUDIENCE TO VISITORS (cont'd.)

Patrick Miller of Bldg. 30 voiced concern about the need for working smoke detectors in rental units at Westbury. Brian Milano responded that he would check with the West Hartford fire marshal.

There were no other questions from members of the audience.

Alan Shechtman stated that the next meeting of the Board would be held on Tuesday, August 16, 2016 at 7:00 PM.

ADJOURNMENT

Alan then asked for a Motion to adjourn the meeting. The Motion to adjourn was approved and seconded by Board members. The meeting concluded at 8:31 PM.

Alan proposed that a Motion be made to enter into Executive session. Board members approved and seconded the Motion for an Executive session.

Susan Ahearn
Recording Secretary