

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Held: Tuesday, October 20, 2015**

The meeting was called to order at 7:05 PM by Alan Shechtman, President. Board members present: Joyce Falkin, Vice President; Ted Calabrese, Treasurer and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper and Brian Milano, Property Manager. Alan made a Motion to approve the Minutes of the September 15, 2015 Board meeting, asking for any corrections or additions. No changes or additions were made to the Minutes as recorded. The Motion to approve was made and seconded. Reading of the Minutes was waived by the Board.

Committee Reports —

Property Manager Brian Milano furnished the Board with an update of activities subsequent to the September 15 Board meeting:

- **Repair of broken/cracked basement windows is near completion with Friday, October 24, as a final date. Plexiglass was the material used to make repairs; Luis Colon performed the work;**
- **Brian has made contact with realtors whose lock boxes remain at Westbury and has advised them that several boxes have been left on the property for an extended period of time. Lock boxes prior to May 2015 should be removed; otherwise, Westbury will dispose of them;**
- **A heating/air conditioning problem in Bldg. 869 is in process of being addressed by Luis. One unit owner has experienced cold conditions while another owner is excessively warm, and must operate his air conditioner to maintain a level of comfort. Luis has suggested to Brian extra motors on hand for Bldgs. 869 and 20 for remediation of extreme heat/cold conditions in individual units. However, if a motor is idle and not in service, there could be an issue with a warranty expiration if the motor malfunctions;**
- **A Lockheed representative will be on site Thursday, October 22, regarding replacement window(s) for Unit 301, Bldg. 30, and a rep from the installer will be present as well. The issue of humidity continues to be ongoing and will be pursued;**
- **Air conditioning units on the roof of Bldg. 869 have been looked at; Alan Shechtman has been in contact with B T Lindsay to determine the workmanship of the B T Lindsay subcontractor and the terms of the contract negotiated at that time;**
- **A new owner contacted Brian and asked if his cable provider could make an outside wiring connection between two rooms in his unit located in the front of a Westbury building. Brian was given approval to contact the owner to have the cable company proceed with the work in an orderly and neat manner, leaving no excess wiring;**

- Brian and Joyce did a “walk-around” Westbury property regarding tree-trimming and tree-removal expense quotes; however, the five-day contract expiration has already passed;
- Signage for front entrances, “All Deliveries Must Come through the Rear of the Building” are in process;

Joyce inquired from Brian about Luis’ time when at Westbury. Our design consultant has advised that the new carpeting will require vacuuming at least twice each week requiring Luis to work inside as well as outside. Joyce would like some assurance from Brian Milano that Luis can accomplish his work in both locations.

Joyce also asked about opening one compactor in each building for recyclables only. Alan Shechtman replied that a compactor in Bldg. 869 was looked at and determined not to be in condition for disposing of recyclables. Alan asked Brian to inquire from other condominium communities, perhaps that Imagineers manages, to determine if or how a community makes use of inside receptacles for recycling. As a further suggestion, Joyce mentioned the locked rooms on the second floor of Bldgs. 869 and 20 which could be available to residents, strictly for disposing of recyclables.

- No further remarks were made by Brian to the Board.

Financial Report – Alan Comrie

The month-end results (9/30/15) are available, and Alan stated he is waiting for an invoice for landscaping (JH Property Svcs.), specifically, a shrub planting expense, approved at the September Board meeting, but exceeding the amount approved. However, aside from that, there will be a surplus of \$22,000 for the end of the year. On another subject, Alan stated that Westbury will not be getting an additional \$100,000 fidelity bond, as the threshold is at \$500,000. At issue are Alan’s duties as Westbury’s bookkeeper as well as liaison for making bank deposits. This is a subject which Alan and Lois Menold will discuss and report back to the Board. Westbury’s master insurance policy has been renewed (with no policy premium cost) as well as our fidelity bond. Regarding cash on hand: the Operating Fund has a balance of \$82,608.12 and the Reserve Fund is at \$509,290.06 for total cash on hand of \$591,898.18 as of 09/30/15. Totals by bank: \$233,799.33 at United Bank and \$358,098.85 held at First Niagara Bank, totaling \$591,898.18. Alan brought to the Board’s attention that there would be \$100,000 “sitting” as an investment, and not cash, and discussion followed concerning this subject. Lois Menold mentioned looking into mutual funds. Alan stated “We (Westbury) are sitting north” of where we budgeted, but it will be adjusted for coming expenses.” In conclusion, Alan again referred to his duties as bookkeeper and bank depositor for Westbury, stating that attention needs to be given to this subject.

Alan had nothing further to report to the Board.

Ted Calabrese asked that the Board give consideration to his proposal to have an on-site security person monitor the parking area at Westbury. Ted received data from Alan Comrie. The company is U. S. Security Associates, Inc. (web site: www.ussecurityassociates.com). Alan Shechtman suggested to the Board that they review the information prior to the next Board meeting, and asked that the subject be placed on the agenda for the November 17, 2015 Board meeting.

Old Business – E-mail Vote of the Board

Before moving to the next item on the agenda, Joyce Falkin reminded the Board that the Minutes should reflect the e-mail vote of the Board held on October 12, 2015 regarding the shrub planting behind Bldg. 20: A Motion was made to approve the additional expense, \$444.14, in addition to the \$755.00 approved by the Board at the September 15, 2015 meeting for shrub planting. The results of that e-vote were: 3 votes in favor of the additional expense; 2 votes against the additional expense.

Renovation of Common Areas

Alan Shechtman reported that contract copies would be e-mailed to the Board, and currently Alan is waiting for more detailed information from all contractors. The carpeting contract is yet to be furnished, and will be coming from Tim Wooldridge.

Proposed Changes to Move-In / Move-Out and Renovation Guidelines

Joyce Falkin began by posing a question to the Board: Does the Board have the will to enforce the rules? She stated that this Board should be committed to seeing the rules of the Association adhered to. Further discussion focused on Westbury's Resale "package" to new owners and what form(s) might be revised in that package to draw an owner's attention to guidelines for moving. Joyce, along with members of the Board, commended Diane Shimoda-Peterson and Kathy Sibley for their efforts to create a package of suggested guidelines for the Board's review. Joyce called upon Board members to volunteer to meet with her to draft a Move-In / Move-Out form, based on suggestions from Diane and Kathy, to be sent out for Notice and Comment to all unit owners. Susan Ahearn and Ted Calabrese volunteered to assist in this effort.

New Business – Reconsideration of Pet Rules

Joyce asked for comments from the Board about the subject of pets at Westbury. Susan Ahearn stated she would like to see Westbury become a no-pet community, especially after the renovation has been completed. In previous years, as stated by Joyce, the Board did not fully enforce the 2007 survey to which a majority of owners indicated that no pets should be permitted at Westbury. However, the Board acquiesced and agreed that two cats would be allowed per unit owner. Alan Shechtman suggested that the Board either draft a revised policy or he would contact Attorney Scott Sandler for suggested language regarding pets. The draft would be sent to owners for Notice and Comment prior to the Board's taking any action on this subject. Alan agreed to follow up with a telephone call to Attorney Sandler.

Audience to Visitors

Kathy Sibley mentioned the excessive amount of heat in her unit and asked for assistance in lowering the temperature. Another owner, also in Bldg. 20, has had the same experience with too much heat in her unit. Alan Shechtman replied that the system doesn't adjust easily, and the issue of calibration may have to be examined. This is best examined or looked at when winter temperatures are much lower than at present before any investigation is undertaken.

Diane Shimoda-Peterson inquired about the status of the garage roof repair. Alan replied that the issue is on "hold" due to his time with interior renovation contracts. Work on the garage roofs can be done during cold weather; winter conditions will not cause a delay in performing the work. Alan also stated that bids need to be refreshed before taking any further action. Reserve monies have been budgeted for this expense.

Rose Derensis stated that a revised pet policy should include all pets. As an example, she would like to see included birds, reptiles, etc. Several members of the Board noted her suggestion.

Kathy Sibley voiced her concern about use of the terms, "Renovation" and "Home Improvement" as the Board considers the recent suggestions made by Diane Shimoda-Peterson and her concerning this subject. Joyce Falkin stated that for the sake of simplicity and to eliminate further debate on these terms, the word, "Project" or "Unit Owner Interior Project" would be sufficient, and imply that the owner must follow guidelines for proceeding with a change to his or her interior whether or not an outside vendor or contractor is employed.

Rose stated that the terms used in guidelines should be all-inclusive. Alan Shechtman stated that terms should have a low threshold.

Lois Menold mentioned that she can hear water running in her bathroom and expressed her concern whether or not the water is in her unit or the unit above her. Diane Shimoda-Peterson also mentioned a "whooshing" sound in her unit. She is uncertain if the sound is from radiators or pipes. Several Board members suggested Lois and Diane contact Imagineers and request Luis to investigate.

No further comments were expressed by owners in attendance.

A Motion was made to adjourn the meeting, with the Board giving unanimous approval. The meeting concluded at 8:35 PM. There was no Executive Session.

The next Board meeting will be held on Tuesday, November 17, 2015.

Susan Ahearn, Recording Secretary