

CONFIDENTIAL

The Buildings and Grounds Committee has composed a calendar that lists important vendor contractual duties and dates and also important Buildings and Grounds deadline dates. The calendar will be color coded. The color designations are listed below:

Blue - Admiral
Red - All Seasons Pest Control
Orange - Enhanced Management
Yellow - Turf Master
Green - Westside
Black - Board
Purple - Buildings and Grounds

Admiral Cleaning, Inc. sends a worker to perform janitorial services here each week. The worker's weekly duties include: picking up and disposing of recyclables; emptying and cleaning the compactors; and cleaning both lobbies, all hallways and stairwells and the laundry rooms of all three buildings. Besides the weekly tasks, additional tasks are performed on a monthly, quarterly and biannual schedule. Please refer to the attached Westbury Condominium Buildings Check List and this Calendar for specific details.

An Enhanced Management Services L.L.C. representative conducts an inspection of our buildings and grounds on Thursday mornings and submits a weekly report to the Board.

DECEMBER 24, 2010 - Buildings and Grounds January 3 meeting agenda posted.

JANUARY 1 through DECEMBER 31, 2011 Buildings and Grounds Calendar

JANUARY 1 - Building monitors, B&G members and Enhanced Management rep. begin inspection of buildings for three months, utilizing "buildings check list."
Monitoring of work performed by Admiral begins.
Turf Master contacted, re: contract specs.

JANUARY 3 - Buildings and Grounds Meeting

JANUARY 15 - Take down wreaths.

JANUARY 19 - Board Meeting

JANUARY 28 - Buildings and Grounds February 7 meeting agenda posted.

FEBRUARY 1 - Newsletter distributed.
Monitoring of Admiral continues.
Three window washing bids required from Enhanced Management.

FEBRUARY 4 - Submit following items to Board for inclusion on February 16 agenda.
1. Turf Master Contract

2. Slate sealing, carpet cleaning
3. Garage cleaning date

FEBRUARY 7 - Buildings and Grounds Meeting, please see February 4.

1. Vote to recommend whether to terminate or renew Turf Master Contract.
2. Vote to recommend a specific date for slate sealing and carpet cleaning.
3. Vote to recommend to change the June 30 date for sweeping and cleaning garages to April 30.

FEBRUARY 16 - Board Meeting

FEBRUARY 25 - 30 day notice due, recommend to terminate or renew Turf Master Contract.
Buildings and Grounds March 7 meeting agenda posted.

MARCH 1 - Monitoring of Admiral continues.

Make appointment with Chem Dry for slate sealing and carpet cleaning. -

Buildings and Grounds begins budget process for FY 2012

1. Request for bids discussion, re: annual on-going work and additional new work.

MARCH 4 - Submit items to Board for inclusion on March 16 agenda.

1. Window Washing

MARCH 7 - Buildings and Grounds Meeting, please see March 4.

1. Recommend and vote on choice of window washing vendor.

MARCH 16 - Board Meeting

MARCH 25 - Turf Master Contract renews or terminates.

Buildings and Grounds April 4 meeting agenda posted.

MARCH 28 - 60 day notice due, recommend to terminate or renew Enhanced Management Contract.

MARCH 31 - Admiral Contract renews or terminates.

APRIL 1 - All Seasons Pest Control begins treating common areas for "target pest control" once a month for 6 months. (April - September)

Westside begins edging beds and edging around trees. (April 1 - May 31)

Turn on outside faucets.

Post Resident Gardening Notice.

Turfmaster begins first spray of beds for weed control and first round of lawn care which includes: fertilizer, crab grass suppresser and weed control. (April - early May)

B.T. Lindsey changes/cleans air conditioner filters on Buildings 20 and 869.

APRIL 4 - Buildings and Grounds Meeting

1. Members report on bids and discuss, recommend and vote on specific vendors.
2. Members discuss effectiveness of Admiral and vote to recommend whether to renew or terminate contract.

APRIL 8 - Submit items to Board for inclusion on April 20 agenda.

1. Admiral Contract

APRIL 20 - Board Meeting

APRIL 22 - Buildings and Grounds May 2 meeting agenda posted.

APRIL 30 - Westside "Spring Clean Up" and walk-around with Board, B&G and Enhanced Management representatives completed.
Garages swept, etc. by Westside (date changed from June 30 to April 30).

MAY 1 - Newsletter distributed.
All Seasons "target pest control" continues.

MAY 2 - Buildings and Grounds Meeting
1. Prepare budget recommendations.

MAY 11 - Target date for annual slate floor sealing of foyers.

MAY 18 - Target date for annual carpet cleaning, all floors of all buildings.
Board Meeting

MAY 27 - Admiral places lawn furniture outside.
Buildings and Grounds June 6 meeting agenda posted.

MAY 28 - Enhanced Management contract renews or terminates.

MAY 31 - Westside mulches beds with Board approval.
Edging of beds and trees completed.

JUNE 1 - All Seasons "target pest control" continues.
Turfmaster sprays foundation shrubs for insect control and administers second spray of beds for weed control and second round of lawn care which includes single application of fertilizer, crab grass suppresser and weed control. Treats lawns for grub control.

JUNE 6- Annual Westbury Condominium Association Meeting

JUNE 7 - Buildings and Grounds Tuesday Meeting
1. B&G FY12 budget recommendations completed.

JUNE 13 - Target date for window washing.

JUNE 15 - Walkways edged by Westside. (June 15, August 15, October 30) Dates to be discussed.
Westside to restore curbing damaged by snow removal.

JUNE 25 - Buildings and Grounds Tuesday, July 5 meeting agenda posted.

JULY 1 - All Seasons "target pest control" continues.
Board and FINCOM receive B&G budget recommendations.

JULY 5 - Buildings and Grounds Tuesday Meeting

JULY 19 - Board Meeting

JULY 22 - Buildings and Grounds August 1 meeting agenda posted.

AUGUST 1 - Newsletter distributed.

All Seasons "target pest control" continues.

Buildings and Grounds Meeting

AUGUST 15 - Walkways edged by Westside.

AUGUST 17 - Board Meeting

AUGUST 27 - Buildings and Grounds Tuesday, September 6 meeting agenda posted.

AUGUST 30 - Make appointment with Chem Dry for carpet cleaning, first floors only.

AUGUST - FINCOM completes FY12 budget and makes recommendations to Board.

SEPTEMBER 1 - All Seasons "target pest control" completed.

Turfmaster applies final fertilizer and weed killer of the season to lawns.

SEPTEMBER 6 - Buildings and Grounds Tuesday Meeting

SEPTEMBER - Board Meeting, date to be announced.

SEPTEMBER 19 - 30 day notice due, recommend to terminate or renew All Seasons Contract.

SEPTEMBER 23 - Buildings and Grounds October 3 meeting agenda posted.

SEPTEMBER - FY 12 Budget Ratification Meeting, date to be announced.

SEPTEMBER 30 - Westside Contract renews or terminates.

FY 11 ends.

OCTOBER 1 - FY 12 begins.

Check and caulk all front entrances if necessary.

OCTOBER 3 - Buildings and Grounds Meeting

OCTOBER 19 - Board Meeting

All Seasons Contract renews or terminates.

OCTOBER 28 - Buildings and Grounds November 7 meeting agenda posted.

OCTOBER 30 - Walkways edged by Westside.

NOVEMBER 1 - Newsletter distributed.

Roofs inspected by LKG

Grounds staked for snow.

Outside faucets turned off.
Admiral stores lawn furniture.
Buildings and Grounds monitors acorns, re: safety issues
Turfmaster applies deep root food to all shrubs and applies lime to lawns.

NOVEMBER 7 - Buildings and Grounds Meeting

NOVEMBER 9 - Target date for carpet cleaning, first floors only.

NOVEMBER 16 - Board Meeting

NOVEMBER 25 - Buildings and Grounds December 5 meeting agenda posted.

NOVEMBER 30 - Westside "Fall Clean Up" completed.

DECEMBER 1 - Christmas wreaths hung.

DECEMBER 5 - Buildings and Grounds Meeting

DECEMBER 20 - Board Meeting