

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Held: Tuesday, September 15, 2015**

The meeting was called to order at 7:07PM 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. Alan Shechtman made a Motion to approve the Minutes of the August 18, 2015 meeting, asking for any corrections or additions. No changes were made to the Minutes as recorded; the Motion to approve was made and seconded. A reading of the Minutes was waived by the Board.

Financial Report – Alan Comrie stated that the financials for the month are posted on Westbury's Web site and he reported that comparing the month of August on a YTD budget v. actual basis resulted in a positive balance of \$22,271, with a favorable overall variance of \$25,003. Favorable contributing factors were experienced in line items for maintenance, gas, electricity, and fire protection. On a month-only basis (August), Westbury results are at a loss, due to final payment to Westside Landscaping, tree removal work, and an initial payment to the new landscaper, JH Property Services. Alan assured the Board that this "loss" condition should not give them concern. Westbury's cash balances on August 31, 2015 by Operating Fund are \$81,843; by Reserve Fund are \$500,748. Total cash on hand by Fund as of 08/31/2015: \$582,591. By bank, cash balances at 08/31/15 are: United Bank/Reserve account, \$233,799 and First Niagara/Operating and Reserve Fund, \$348,791. Total by bank: \$582,591. Alan stated that on September 15, an electronic transfer from the Operating Fund to the Reserve Fund occurred, for an increase to total cash on hand of \$585,128.66. There is an invoice to be paid from MDC, reflecting higher expense due to excessive watering where the new grass was planted as well as ongoing dry weather conditions.

Joyce Falkin asked about the status of unit owner and renter forms. Alan stated that the forms are being worked on, and he is attempting to find a way for Brian Milano to have this information so that Brian will be able to locate unit owners. Joyce stated the possibility of including on the form whether the unit owner would consider furnishing a duplicate key for the management office in case of emergency.

Committee Report – Finance

Lois Menold stated that the budget has been put together and now is ready for the Board to approve.

Property Manager's Report – Brian Milano

- Marchion & Faucher's bid was lowest to remove the storm-damaged tree and the white Oak on the north side of the Outlook driveway; their price included stump grinding, removal of debris and re-seeding of the grass area;
- The new landscaper, JH Property Services, has done a lot of pruning;
- A leaking faucet in Bldg. 20 basement has now been repaired;
- Regarding All Seasons Pest Control: the service person would spray all units for \$26.59 per unit, treating for silverfish and any moth problems. All Seasons has set a date of September 30; owners can make arrangements with Luis to enter their units if not at home; check payment is

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

accepted or COD. Joyce Falkin asked Brian to post notices in each building, advising owners to schedule directly with All Seasons;

- Brian reminded Joyce Falkin of her request for a list of trees, trees of concern, and trees to be trimmed. Joyce stated that she had been advised by JH Property Services to consider delaying seeding of the area in front of Bldg. 869 and the area between 869 and Bldg. 20 until tree work is completed. JH advised that the area between Bldgs. 20 and 30 be top dressed with topsoil and hydroseeded; and that areas in front of Bldgs. 20 and 30 receive the same treatment within the next few weeks. A prioritized list of trees to be trimmed will be put out to bid; the work is to be completed this Fall.

Joyce Falkin made the following Motion for approval by the Board:

To top dress with topsoil and hydroseed the area between Bldgs. 20 and 30, and to top dress with topsoil and hydroseed the areas in front of Bldgs. 20 and 30.

Before a vote was taken, Alan Shechtman proposed the following Amended Motion: To include item no. 3 of John Hannan's (JH Property Svcs.) estimate of September 14, 2015:

Installation of new shrubs in the area behind Building 20: Two, 4 to 5-foot emerald green Arborvitae; One, 5-gallon skypencil Boxwood; and Five, "gold thread" Cypress; Six "Knock-out" rose shrubs.

The Amended Motion was approved and seconded by all members of the Board.

Lynn Swanson asked if attention could be given to a lilac tree when trees are being trimmed.

Property Manager's Report (cont'd.)

- The shed between the garage bays on the east side of the back driveway needs new shingles. Brian suggests "jacking" up the shed, pulling it out and replacing with new shingles. Cost estimate to repair would be approximately \$150 in materials;

Ted Calabrese mentioned that two contractors were on site in Bldg. 20 recently, and created a lot of debris on the newly-vacuumed carpet that Luis had cleaned that morning. An electrical contractor agreed to make use of the back door entrance. The second contractor's whereabouts were unknown, but was thought to be working on the third floor. No one in Bldg. 20 knew about the contractors' work or in which units they were working. Alan Shechtman asked Brian to send a letter to the two owners, advising them that there are guidelines to follow for renovations, and asking each owner to provide a \$500 deposit.

Joyce Falkin asked Brian the status of the emergency evacuation procedures, stating that cork boards are going to be placed at the back entrances of each building as part of the interior renovation process. Brian replied that he would check with the town fire marshall's office on September 17.

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

Joyce also asked about the status of the replacement windows for Bldg. 30, unit 301. Brian advised that the windows will be delivered in September or October and a window installer will do the work.

Regarding replacement of windows in basement areas of the buildings, Joyce asked if Brian knew how many had to be removed and replaced. Brian replied he would follow up. Alan Shechtman suggested that in 30 days or by October 15, Luis would have completed repair or replacement of all windows needing such work.

Joyce asked about the current allocation of Luis' time and his daily schedule, stating the Board needs to be aware of how his time is spent before the renovation of the buildings is completed. As an example, Luis does vacuuming once a week, but with the new carpeting, the vendor advises having the carpet vacuumed at least two or three times a week. A meeting of the Board with Brian to consider a weekly checklist of work to be done was suggested.

Alan Shechtman cited as another example where Luis' time would be needed is the re-roofing of the shed and the repair to the corner fascia. Alan asked Brian to get quotes from Imagineers and any other vendors on the cost for doing this work.

Joyce asked Brian to have Luis pursue opening one compactor chute in each building for recyclables only. Alan Shechtman suggested installing a baffle to eliminate noise. Joyce asked Brian to look into how other communities use their compactors and what is available to make them operable for recyclables.

Old Business — Renovation of Common Areas

Joyce reported that 27 owners returned preference sheets showing their choice of the three options presented. Fifteen respondents indicated the "brick" option; seven voted for the "black" option, and five respondents for the "green" option. There were other comments received as well. The "brick" color scheme was favored, two to one.

Alan Shechtman discussed how the Board will proceed with the actual renovation process, voting on the release of the Reserve funds, stating this could be done on line. Joyce reminded the Board that September 28, 2015 is the date set for the budget ratification meeting. Ted Calabrese indicated he would like the Board to vote at tonight's meeting on proceeding with the renovation details; however, Alan reminded the Board that the Reserve fund analysis has not yet been released to the unit owners. Ted stated he wanted to avoid the advance of winter weather, contractor unavailability, cutting of carpet, all of which could be delayed by cold weather. Ted proposed the following Motion for a vote:

Should the Board proceed with a vote tonight (9/15/2015) on the renovation process or delay for two weeks? The vote on this Motion was two members in favor of voting at this meeting and three members in favor of waiting two weeks.

The Motion was Amended as follows: To enter into final negotiations with the general contractor, the painting contractor and the carpeting contractor. The Motion received unanimous approval by the Board.

Joyce stated that the Board needs to schedule a meeting with Tim Wooldridge to discuss wall color and select photos of scenes of West Hartford for wall décor.

Garage Roof Replacement Proposals

Ted Calabrese informed the Board that the proposals he received are now outdated, since they have gone beyond the 60-day response to the vendors. Alan Shechtman suggested going back to the LKG specs and the thickness required. Inspecting the roof in search of some identifier might provide the thickness needed. Joyce suggested pursuing local (Connecticut) vendors rather than out-of-state contractors. Ted suggested Radomski as a possible vendor.

Landscape Contract(s)

Alan stated that because of unsatisfactory service, Westbury has terminated its contract with Westside, and has entered into a contract with JH Property Services of Newington. The monthly fee is higher, but the contract includes services such as tree trimming and mulching that were not included in the Westside contract.

Investor/Owner Cap

This agenda item has been “tabled” to a future agenda.

Proposal for Seeding Barren Areas, Tree trimming

This agenda item was discussed during Brian Milano’s remarks. (See Page 2)

Westbury Newsletter

Joyce Falkin distributed to the Board and owners attending this meeting monthly guidelines for preparation and distribution of the newsletter. Patrick Miller is following her lead; however, cooperation from the Board is needed in when a draft copy is e-mailed and a timely response is required from each Board member.

Proposed Protocol for Bids for Westbury Projects

Joyce informed the Board that she would like to amend the form circulated at the Board meeting in August concerning obtaining bids by the Property Manager, citing revisions to the form she has created. She would like the Board to discuss all quotes by e-mail and, if necessary, vote by e-mail. She proposed the following **Motion**:

The Board should adopt the protocol for bids as amended, which would allow discussion of quotes by e-mail and selection of vendor by e-mail vote. Any such activity would be

reported at the next Board meeting and entered into the Minutes of that meeting.

The Board voted unanimously to approve the Motion.

Proposed Changes to Move-in/Move-out Guidelines

In response to a packet of information sent to the Board by Diane Shimoda-Peterson and Kathy Sibley, Joyce asked if other owners should be aware of proposed changes as suggested in the information. Ted Calabrese stated the ongoing inability of enforcing guidelines concerning moves. Diane Shimoda-Peterson, asking to speak, stated that if the move is scheduled via Brian Milano/Imagineers, then the details would be provided to Westbury's on-site superintendent, Luis. Alan Shechtman asked Brian what was the usual practice at other communities when moves occurred: weekdays, one-half day on a Saturday, etc.

Joyce stated that information that is of immediate concern should be placed under each door at Westbury: moving in/out, special deliveries, renovations, etc. The information should be stated clearly; in short, brief sentences, using underline and bold-face large type, so that owners/renters will have no doubt about their responsibilities prior to a move-in or out.

Alan replied that the guidelines need to be tightened up, then proposed for Notice and Comment to owners. He also suggested a "Welcome to the Westbury" phone call to new owners and renters. Further, Alan stated that it is imperative that Westbury has a good set of rules, and there is now a line item in the budget to be approved for move-in, move-out damage. The Board should consider speaking with Diane and Kathy within the next 30 days.

Westbury Proposed Budget — 2015/2016

Alan Shechtman proposed the following Motion: To Approve the Budget for the coming fiscal year, 2015/2016, as recommended by the Finance Committee.

The Motion to approve the Budget was approved by all members of the Board.

Alan asked if there was any discussion. Ted Calabrese stated that any surplus funds should be put toward the Reserve fund. Lynn Swanson stated that there has been a lot of work done in preparing this budget, but currently, there is still room to bring down the "cushion" amounts; e. g., the condominium fee increase from 3.8 percent to 3 percent. Reserves will still continue to grow, even after monies are spent on the interior renovation. Alan Comrie stated that to reduce 3.8 percent, would be \$3,000 less.

Alan Shechtman asked how the Board wants to vote on proposed changes. Lynn replied that it is the Finance Committee's responsibility. Alan Comrie questioned members of the Finance Committee in attendance, asking if they knew what was needed from them.

Audience to Visitors

Patrick Miller stated his serious concern for the Reserve fund as monies are spent during the interior renovation. He felt that a 2- to 3-percent increase in condo fees is totally unrealistic, citing some

associations asking for a ten percent increase and special assessments being considered “usual”. Our replenishments of reserves is vital. Alan Shechtman stated he thought Patrick’s comments were very well thought out, but as monies will be going into the Reserve account each month, this account will

begin to grow back. There will be a Reserve Fund Analysis prepared within several days and will be available to owners.

Rose Derensis is concerned about “tinkering” with the lightening up of color regarding the interior renovation. Alan Shechtman replied that the Board will consult the designer, Tim Wooldridge, based on owner feedback forms, and take his response under advisement.

Lois Menold remarked that she loved the “black” design, followed by the “brick” design.

Rose Derensis stated that she would prefer a higher monthly fee rather than a lower one or no increase whatsoever.

Patrick Miller stated that it would be helpful to have an artist’s rendering of a hallway or a section of a floor or center of a floor for residents to have a better understanding of how the carpet, wall covering, and general color scheme would appear.

There were no further comments or concerns expressed by members of the audience.

A Motion was made to adjourn the meeting, with the Board giving unanimous approval. The meeting ended at 9:01 PM. The next Board meeting will be held on Tuesday, October 20, 2015.

There was no Executive Session.

Susan Ahearn, Recording Secretary