

APPROVED

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Tuesday, November 17, 2015**

The meeting was called to order at 7:05 PM by Joyce Falkin, Vice President. Board members present were: Ted Calabrese, Treasurer, Lynn Swanson, Director, and Susan Ahearn, Recording Secretary. Alan Shechtman attended by conference call. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager. A Motion was made by Joyce to approve the Minutes of the October 20, 2015 Board meeting, asking for any corrections or additions. No additions or corrections 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

Alan distributed printed copies of October 2015 results, stating the information also includes the October 2015 YTD (year-to-date) budget v. actual. Alan is comfortable with the way the results look so far. Referring to utility rates, Alan stated Westbury is on a fixed rate with ConEdison, and currently Westbury is beating the budgeted amount by \$681. Maintenance expense is ahead by \$577. Recent garden project expenses will be applied to "Landscape/mulch projects" in the amount of \$1,688. To date, Westbury's expenses are in "good shape". Alan cited separate-page exhibits for the Operating and Reserve Fund Income/Expense items. Joyce asked if Westbury is keeping a special accounting for ongoing renovation expenses. Alan replied that those expenses will be shown on the Reserve Fund page of the monthly financials in more detail. Westbury's total assets are \$620,621 of which \$586,301 is cash. Cash balances by Fund as of 10/31/15 are Operating: \$90,081.82; and as of 10/31/15 for the Reserve Fund are \$506,217.41. Cash balances by Bank: United Bank, \$233,799.33; and First Niagara (Operating & Reserve Funds): \$362,499.90.

Joyce stated that payments have been made to the renovation vendors and Westbury needs to monitor this activity very closely. A "critical path" listing on Westbury's web site was suggested. Lois Menold stated that a record of expenses associated with the renovation should be recorded in monthly Minutes of Board meetings.

Alan Comrie had nothing further to report to the Board.

Committee Report: Finance – Lois Menold

Lois stated she did not have a report for the Board, but she would share some written communications she is planning to prepare for the Finance Committee. Lois is looking for clarification concerning what is happening with the renovation process. She would like to see creation of a "critical path process". Alan Comrie stated a "critical path process" would be put in place. Lois will speak to Alan Shechtman regarding a time line, and she would like Tim Wooldridge to be involved.

Before proceeding to the next agenda item, Joyce asked for clarification on the subject of "Cert103". Alan Comrie replied that Westbury investor owners are subject to tax on certain services to real property. Currently, all owners pay the taxes, not just the investor owners. Alan Shechtman, via conference call, stated that he views Cert103's as a two-part process: Westbury owners are being taxed and are obligated to pay the tax; Westbury then pays the tax, but presently, investor owners do not get billed back for the taxes paid by the Association. Westbury's Declaration needs to be amended to reflect a policy of billing back owner-occupied units for the sales tax incurred on certain services.

Property Manager's Report – Brian Milano

Brian provided the following update of activity:

●After 3 unsuccessful attempts at an air conditioning unit in Bldg. 869, the unit is now repaired; however, Brian stated a new vendor should be found, based on poor performance of the previous vendor;

●B T Lindsay has been on the roofs sealing air conditioning units. Westbury is not being billed for their work since B T Lindsay is correcting previous work;

●Aluminum trim, where Westside Landscaping caused damage, has been repaired by Luis Colon;

●Luis has cleaned off roofs on buildings and garages of leaves and other debris;

●Brian has looked into the possibility of recycling bins/barrels in basements. Residents living in Bldg. 30 could use the elevator to deposit recyclables in basement containers. Residents in Bldgs. 869 and 20 could use storage rooms on second floors to deposit their recyclables. First-floor residents could either use elevator or stairs to the second floor in Bldgs. 869 and 20. Brian stated that on a weekly basis, Luis spends 2 to 2-1/2 hours collecting recyclables from the three buildings;

●Regarding re-roofing of the shed between garages on the east side of the driveway, Brian reminded the Board that this project needs to be done. Ted Calabrese put forth the following Motion:

That the Board approve the re-roofing of the storage shed using one worker and materials, for approximately eight (8) man hours for a total expenditure of \$600. The Motion was approved by all Board members in attendance as well as Alan Shechtman.

●Building 30, Unit 301 windows will have concrete gaps repaired at the same time as the shed is being re-roofed;

●Brian stated alarms have been set off recently. Frontier routinely does testing on Outlook and Farmington Avenues, causing the "back-up" line to go out. Frontier is aware of the outages and Brian is hopeful the problem will be resolved;

●Basement window repairs continue, with three additional windows to be repaired. Appointments must be made with residents whose storage areas need to be accessed. Luis is doing the work.

●The status of the radiator "bleeding" project has been tabled at the present time;

●A non-resident lock box remains unremoved. Ted Calabrese asked Patty Brulotte for an update, and Patty is to have information for Ted by Monday, November 23, 2015.

●Joyce questioned Brian about Luis Colon not indicating his hours on previous checks. She asked Brian to make Luis aware of this detail.

(continued)

● Brian provided a status report on Unit 301 windows in Bldg. 30. The manufacturer, Graham, will re-set the glass when he visits Westbury. The bricks surrounding the window(s) need to be re-pointed and will be repaired on the same day that the worker is on site to re-roof the storage shed. Graham will contact Brian Milano when their representative is at Westbury, Bldg. 30, Unit 301. Luis and one worker will assist with the brick re-pointing.

Brian had no additional information to report to the Board.

OLD BUSINESS

Report on Common Area Renovation

Joyce informed the Board that John Bollash (John Bollash Custom Paperhanging) began removing wallpaper in Bldg. 869. The painting contractor, Ray Verneaux of Specialty Builders, LLC, was on vacation last week. Alan Shechtman will be meeting with Ray as well as Tom, who is the contact at McBride Wayside Carpeting of Newington, CT. A question arose about the status of wallpaper. Joyce replied that wallpaper has been ordered.

Garage Roof Repairs

Ted Calabrese referred to three vendors whose proposals he received several months ago. Ted's recommendation is to pursue with Exteriors of CT whose bid is lowest in price of the three, and who will guarantee their work for five years. Wood replacement (crossbars) is an extra charge. Alan Shechtman, replying via conference call, stated that the Board needs to develop a bid "spec" (specification) containing the required thickness of plywood along with roofing materials. Joyce asked Alan if Ted should continue to pursue updated bid estimates, and suggested Ted and Alan meet to discuss.

Rules Changes

Joyce stated that she, along with Susan Ahearn and Ted Calabrese, are working on proposed rules for moving, special deliveries, and home improvement projects. The plan is to have proposed rules circulated as Notice and Comment information to all owners by early December, with responses to be returned by December 13, 2015. A discussion of comments will take place at the December 15, 2015 Board meeting.

Before proceeding to New Business, Joyce asked the Board to vote on whether Westbury should continue the tradition of displaying Christmas wreathes on outer front doors of each Westbury building. She stated the following Motion:

Should Westbury continue the tradition of hanging Christmas wreathes on building doors?

The Motion was approved by all Board members.

NEW BUSINESS**Consideration of Amending the Declaration to allow the Association to Charge Sales tax for Investor-owned Units.**

This subject was discussed among the Board, Alan Comrie, and with Alan Shechtman via conference call. (Please refer to the last paragraph on Page 1 of these notes.) Discussion is to continue at an upcoming meeting.

Audience to Visitors

Rose Derensis asked if an out-of-state roofer had been considered in the bidding process for the garage roof repairs. The roofer is located in Dudley, MA. Ted Calabrese replied that the Dudley, MA roofer has now re-located to Connecticut and is known as Kalinowski who will be among those being considered to do the repairs.

Diane Shimoda-Peterson inquired about the repairs to sidewalks. Brian Milano responded that he would telephone the West Hartford Dept. of Public Works on Wednesday, November 18, 2015 to determine the status of the repair project.

Rose Derensis recently spoke to Miller Plumbing and discussed the subject of low-flow toilets. She would like assurance that Westbury residents would consider installing low-flow toilets if they have not already been installed. Further, she feels that those residents in Westbury buildings who own their own washers result in all owners paying for water consumed by a privately-owned appliance. Several Board members replied that this was not the case. Alan Comrie replied that this is a "net/net" condition; i.e., those who own their appliances consume approximately as much water as those who use the basement laundry facilities.

There were no further comments or concerns related to the Board by members of the audience.

A Motion was made to adjourn the meeting. Board members unanimously approved adjournment, and the meeting concluded at 8:10 PM.

The next Board meeting will be held on Tuesday, December 15, 2015.

There was no Executive Session.

Susan Ahearn, Recording Secretary