

**WESTBURY CONDOMINIUM ASSOCIATION, Inc.**  
**Board of Directors Meeting**  
**March 25, 2014**  
**7:00 PM**

**Basement of 20 Outlook Avenue**  
**West Hartford, CT 06119**

**MINUTES - PROPOSED**

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**1. Call to Order and Attendance**

- a. The meeting was called to Order at 7:03p.m. by Martin Levitz, President. The Board holds the Executive session after the conclusion of the public meeting.
- b. Board Members Present: Martin Levitz, Ilona Levitz, and Ted Calabrese.
- c. Additional Parties Present: Alan Comrie, Keeper of the Books.
- d. Board Members Not Present: Jennifer Smith and Daniel Roscow.
- e. Ms. Elizabeth Young kept the minutes.
- f. Association Members Present: Susan Ahearn, # 20-207; Patricia Brulotte, # 20-301; Patrick Miller, # 30-106; Alan Shechtman, #869-203; Barbara Feinstein, #20-105; Kathleen Huhtanen, #20-304; Kathleen Sibley, # 20-101; Lois Menold, # 869-102; Diane Shimoda-Peterson, # 30-108; and Joyce Falkin, # 869-207.

**2. Moment of Silence**

- a. Marty called for a moment of silence in observance of the recent passing of a Member of the community, Bob Magnan. After the moment of silence was taken, it was noted for the records to include the sincere condolences from the Board of Directors and the Community of the Westbury Condominium Association to the family of Bob Magnan.

**3. Adoption of the Minutes of the Previous Meeting**

- a. The Tuesday, November 26, 2013 meeting minutes, the Wednesday, December 18, 2013 meeting minutes, as well as the February 25, 2014 meeting minutes were available for review and acceptance.
- b. Ted made a motion to accept the February 25<sup>th</sup> meeting minutes. Ilona seconded the motion. No bodies present were opposed. Motion carried.
- c. Alan noted that some revisions were necessary. The revisions discussed were as follows:
  - i. In the December 18<sup>th</sup> and February 25<sup>th</sup> meeting minutes Alan Comrie's name was spelled incorrectly and needed to be changed from "Allen" to "Alan".
  - ii. In the December 18<sup>th</sup> and the February 25<sup>th</sup> meeting minutes there were also a few noted blanks to fill in.
- d. Once the above revisions have been made the minutes will be posted in the laundry rooms.
- e. Marty then proposed to revisit the November 26<sup>th</sup> and December 18<sup>th</sup> meeting minutes at the April meeting, along with the March meeting minutes. It was decided upon that the discussed minutes would be voted on for acceptance at the April meeting.

**4. Committee Reports**

- a. *Ad hoc*
  - i. Patty Brulotte the Chair of the *ad hoc* committee, for the interior renovation, presented her report.
  - ii. Attachment 'A' enclosed with the minutes is a copy of Patty's *ad hoc* report.
  - iii. Patty began the presentation of her report by discussing that this was the 6<sup>th</sup> *ad hoc* committee report for the renovation project. The following items were briefly discussed during Patty's report and can be referenced in Attachment 'A': (a) The committee and the interior designer, Shari Gold, are close to the completion of a design scheme; (b) There are unresolved areas of the design scheme that still require further discussion so that appropriate cost figures can be estimated. (c) The different topics that are still up for discussion are: 1- Choosing between carpet tiles and traditional broadloom carpeting. 2- Lighting fixtures. 3- Rear entryways.

- iv. Patty discussed that the lighting fixtures could be recycled, they could be polished and re-used; or new lighting fixtures could be purchased.
  - v. Patty accredited Ted for solving the door knocker issue. Ted has found and purchased the right match for the missing door knockers. Also, Ted arranged for the existing door knockers to be polished and re-used.
  - vi. Marty discussed that Shari will be here [in the basement of 20 Outlook] on Thursday, March 27<sup>th</sup> at 6:30 PM to present carpet samples and lighting fixture samples. Marty gestured towards the newly painted two doors and wall areas behind him and discussed that the prep work for the presentation has already begun, as those were the door and wall color samples for the presentation.
  - vii. Ilona expressed that Shari is a very talented and tenacious individual, but that she does have a health matter. Ilona discussed that she and Patty have been working with Shari for the past 6 to 7 months. Ilona discussed that those who come to view the design scheme presentation will see that Shari's work is very professionally put together.
  - viii. Ilona mentioned that Shari has given to her many sheets of information on carpet tiles. Carpet tiles are now considered to be "Green"; now in the 21<sup>st</sup> century carpet tiles are not only used in the commercial market, but also in the residential market. There was brief discussion of carpet tile. Ilona then invited all of the unit owners present to come on Thursday to the presentation.
  - ix. Joyce Falkin inquired if the *ad hoc* committee was ready for the presentation, and if there would be several design options. Ilona responded by saying that the presentation will include design boards that have been professionally put together with many different options to view and two overall design schemes. Diane inquired if there would be anyone here on Thursday to answer questions. Ilona responded that yes, Shari and her assistant, Lindsey, will both be here to answer questions that unit owner might have.
- b. By-Law Committee
- i. Susan Ahearn stood to present her report on the newly approved Resident Guidelines for moving in & moving out and special deliveries. Susan proposed that this new amendment to the Resident Guide be included loose leaf in the resale packets instead of being bound in the Resident Guide and Governing Documents. Susan suggested that this loose leaf presentation should be on a heavier-stock and brightly colored paper, in order to catch the eye of the new unit owner.
  - ii. Marty then inquired if there was any language in the By-Laws regarding recourse for destructive parties and whether the Board had the authority to affix a fine to a unit owner's account as recourse for such things.
  - iii. Marty shared that what prompts his inquiry is a letter that he received from the Resident of unit # 869-106 regarding the intercom buzzer that has been frequently utilized at 3:00 AM. Marty would like to know if the Governing Documents contain language that enables the Board to discourage behavior such as this and any future partying. Marty then referenced an extremely destructive party that occurred in the past. Marty further inquired that if there was not such language already existing in the By-Laws would the Association be able to put something into the By-Laws to address matter.
  - iv. Alan Comrie inquired whether installing a timer for the intercom would be possible, so that the intercom would not be able to be used during certain hours. Marty discussed that Brain is already looking into that, but it is also important to address such matters in a clear and defined way in the Governing Documents. Diane discussed that this topic should be an item that is addressed in the Resident Guide, or that a Rule could be created.
- c. Finance
- i. Lois Menold was only present for the beginning of the prior meeting and therefore instead of presenting a report this evening she would like to know what happened with regards to the vote on the annunciator panels and the monitoring.
  - ii. Marty briefly discussed where the Board and Finance Committee had stood in choosing a company to perform the annunciator panel replacement and fire system monitoring.
  - iii. Marty discussed that the 2013 NAFTA statutes that have yet to be accepted by Connecticut, but that once they are accepted into Connecticut Statutes (which is said to happen later this year) fire systems for commercial, multi-unit residential, and public buildings will be required to have 24/7 monitoring.
  - iv. Marty then discussed that the vote occurred and that the Board had chosen Stanley to install and monitor the new fire prevention system.
  - v. Lois then asked a couple of questions and she and Marty held a brief conversation discussing monitoring. Marty then discussed that the Board was not going to do anything about the monitoring

services until the new budget, in September. Lois discussed her satisfaction with this statement of waiting until the new budget to discuss the monitoring services.

## 5. Website Update

- a. Alan discussed that before he reviewed the financial reports he would like to give an update on the website:
  - i. David Heilbrunn, of #869-202, has prepared a website for the Association. David, Alan and Marty met on Saturday, March 22, 2014, to discuss the website, and the website was published that day.
  - ii. Some of the features that the website has is an integrated Google calendar, any significant community event that is non-reoccurring will be displayed on the front page, reoccurring community events (i.e. - Board Meetings) will be displayed on the Google calendar.
  - iii. The website is made up of three portals:
    - a. The General Public Portal
    - b. The Unit Owner Portal (Password Protected)
    - c. The Board of Directors Portal (Password Protected)
  - iv. The General Public Portal
    - a. This portal will contain general information for public consumption.
    - b. General information may include, but not limited to, the following:
      - a. The Association's Management Company
      - b. Pictures of the exteriors of the Buildings
      - c. The year of Incorporation (The year Westbury officially became an Association)
      - d. The number of buildings, units, garages, and parking spaces
  - v. The Unit Owner Portal
    - a. This portal is secure and password protected, each unit owner will be mailed their User ID and password once they are established. Also, a pamphlet with instructions on how to set up a desk top icon that will allow unit owners to launch the website by double clicking on the icon will be mailed out to each unit owner.
    - b. The Unit Owner portal will include the following:
      - a. Minutes
      - b. The Association calendar
      - c. The Governing Documents (By-Laws)
      - d. Newsletters
      - e. and Residents' Guide
  - vi. The Board of Directors Portal
    - a. This portal is secure and password protected.
    - b. The Board's portal will include, but may not be limited to, the following:
      - a. Contracts (i.e. – Management Contract, Landscape/ Snow Removal Contract, etc.)
      - b. The Financial Reports
      - c. The Deferred Maintenance Schedule
  - vii. The web address for the Association's website is:  
[www.WestburyCondoCT.wix.com/WestburyCondoCT](http://www.WestburyCondoCT.wix.com/WestburyCondoCT)
- b. There was some discussion amongst the Association Members present, the Board, and Alan regarding privacy and the importance of keeping certain documents, such as the minutes and By-Laws, in the password protected Unit Owner Portal, as opposed to the General Public Portal.
- c. There was a brief discussion about who will maintain the website. Alan discussed that he had hoped David would be the web master; however, David has discussed that he will be putting his condo on the market. Alan will be able to maintain the website in the interim but the Association is in need of a web master.
- d. There was further discussion about the website, and a few issues with the website were brought up by Alan, such as the password protected portals are currently having issues and David has discussed to Alan that the website will need an enhancement. Part of the enhancement will be for the Association to purchase its own domain name, as David feels that the problems occurring with the website are due to the fact that the website currently exists on a free borrowed domain that is owned by Google. Ilona discussed that domain names are very inexpensive.

## 6. Financial Report

- a. Alan Comrie, Keeper of the Books went over the Association's extensive and thorough financial report.
  - i. Financial Report as of February 28, 2014
    - a. Alan discussed the balance of the Operating Account
    - b. Alan discussed the balance of the Total Amount of Reserves
    - c. Alan discussed the balance of the Total Cash
    - d. The financial report covered the year to date actual and year to date budget comparison. Alan commented upon this report and discussed that the electricity went over what was budgeted for year-to-date, but that the Association had a significant savings in the gas expense line.
    - e. The financial report also covered the prior year's financial position as of February 28, 2013 in comparison with the Association's financial position of February 28, 2014.
    - f. Alan went over the Year-to-Date Expenses: There were two large expenses that have affected the February 2014 Year-to-Date Actuals Report: 1- The elevator in the 869 building, and 2- HVAC maintenance bill.
      - a. Marty explained that the elevator in the 869 Building had a failure of its expansion tank which caused water to leak into the computer of the elevator and fried the circuit. The bill was large, but because the Association has a service contract with Otis Elevator, the Association was only charged for parts.
      - b. Marty also briefly discussed the reason why the HVAC maintenance bill was so large. The furnace system had not been cleaned out and maintenance since 1994, and it is supposed to be cleaned out and maintenance annually.
    - g. Alan discussed that the Imagineers Maintenance Schedule was included in this Financial Report Package.
    - h. Alan discusses all of the financial reports in great detail, some of what was discussed is as follows:
      - a. The comparison of the prior and current fiscal years' surplus carry overs.
      - b. The expense over revenue variances
      - c. The comparison of the Actual February 2014 and Actual Year-to-Date report with last years' February 2013 financial reports.
    - i. Alan discussed that the last page of the packet contained the Board Member listing and their terms.
      - a. Mary asked if any member present had any questions for Alan on the financials. No members present responded.

## **7. Manager's Report**

- a. Brian was unable to make this meeting, but had given Marty his manager's report on the day prior to the meeting. Marty presented Brian's report and begun by discussing the following topics:
  - i. Brian is still getting prices for sandblasting the laundry room floors.
    - a. Once the sandblasting has been completed the cement laundry room floors can either be painted or a covered in a clear coat.
    - b. Instate Glass installed new weather stripping on the inside of the windows in unit # \_\_\_-301. Louie and Brian were present at the installation, Louie watched and will be able to install the weather stripping without any problem.
    - c. Interstate Glass will come back when it is warmer to install the weather stripping to the outside of the windows for unit # \_\_\_-301. The exterior of the windows cannot be done until the weather is warmer because a certain sealant needs to be applied to install the weather stripping.
  - ii. Brian and Louie met with the design committee to discuss necessary preparations for the renovation project.
  - iii. The laundry machine vendor was given the "okay" for the installation of the new laundry machines to be installed next month.
  - iv. The Insurance Adjuster was out to look at the lawn, wall, and sign from the car accident. Reseeding the lawn will cost approximately \$900, and the Association will be able to recoup that money from the insurance.

**8. Old Business**

- a. Marty shared a reminder that once the renovation prep work begins Unit Owners are asked to please take their garbage and recycling down to the appropriate dumpsters. The temporary target date for this prep work to begin is April 24<sup>th</sup>.

**9. New Business**

- a. Marty began "New Business" with the discussion of Community Socials. There are a few terms coming due for the Board of Directors at the June 2014 Annual Meeting.
  - i. Jennifer Smith has indicated to Marty that she will not be running for reelection.
  - ii. Daniel Roscow has been unable to make most of the Board Meetings during his term and Marty will be asking Daniel to step down.
  - iii. Marty's term is also due, and Marty shared that he was unsure of what he would like to do with regards to running for reelection.
  - iv. Therefore there are two, potentially three, seats open on the Board come June. At the prior Board meeting it was discussed that having Socials, one in each building, over the next couple months as the Annual Meeting draws near is a good way to encourage more unit owners to become more involved in the community. Marty commented that out of the seventy-two (72) units that make up Westbury, nearly sixty-five (65) units are regularly unrepresented at the monthly Board meetings.
  - v. Diane Shimoda-Peterson inquired when Marty was planning on speaking with Daniel, as she will need state how many positions are open in the Newsletter that is to be distributed soon. Marty will be speaking with Daniel soon and will let Diane know immediately after.

**10. Open Forum**

- a. Alan Shechtman was the first unit owner to speak during open forum. Alan S. shared that he had come to the meeting to inquire about the renovation and the discontinuation of the garbage pick-up by Louie.
  - i. Some of Alan S.'s inquiries revolved around the following topics: (a) How will the renovation be paid for?, (b) Will there be expenditures that will require a vote of Association Members?, (c) How will the cost of the renovation affect the Association's reserve fund?, (d) What work will be starting soon if the Board has not received pricing for the different aspects of the renovation project yet?, (e) If there is still a lengthy process to go through before the renovation project can begin why is the trash and recycling pick-up being suspended?
  - ii. Marty and Ilona addressed each of Alan S.'s inquiries by discussing that the prep work for the renovation will begin soon, and not the actual renovation. The purpose of this is to help facilitate efficiency once the renovation does begin. Marty discussed that the Board has the architectural blueprints and documents for each building and all of the measurements for the specifications will come from those documents. Once a complete set of specifications has been created for each project of the renovation the projects will go out to bid. Each project will be bid out to three or more contractors. The pricing breakdown for each step of the renovation will be presented to the unit owners once the Board has all of that information. Any part of the project that requires a unit owner vote or Board vote will be voted upon. The garbage and recycling pick-up has not been suspended yet, and will not be suspended until the renovation prep work begins, currently that is only set to a tentative date that is subject for change and unit owners will receive notification once the service is officially suspended.
  - iii. Alan S. then shared a concern regarding the trash compactors, and there was a discussion between Alan S. and the Board regarding this topic. Marty shared that the trash compactors are very old and they do not function properly. The compactors are so old that the replacement parts are no longer readily available and need to be fabricated which is costly. Alan S. discussed his concerns of the value of the property and the quality of life the Association offers in comparison with the competition of other high-end surrounding Condominium Associations of similar architectural design.
  - iv. Next Alan S. discussed and inquired about the possibility of baking in some noise reduction measures into the renovation project. Ted commented that this was a great suggestion and asked Alan S. if he had any specific suggestions for noise reduction that the design committee could look into. Alan S. discussed installing padding underneath the carpets that will be installed in the common hallways and common stairwells. Alan S. shared that currently the carpets do not have any padding and the sound of residents walking in the hallways and in the stairwells can be heard throughout the walls of his entire unit. Other unit owners indicated that the noise was an issue and that it would be appreciated if noise reduction measures could be looked into.

- b. Lois inquired if the Association would be voting on a budget for the renovation project? Ilona responded by discussing that the design committee, and Board, will be getting figures on everything that will possibly be done in the renovation. Ilona also reminded that the current “get well plan” has budgeted for this project and that not all of the money which has been set aside would be spent, as the Board will want a pillow for any unexpected expenses. Ilona also discussed that once all the figures have been collected they will be presented to the Finance Committee, then to the Board, and then to the Community.
  - i. Marty discussed that the Finance Committee and the Board of Directors will need to consider all of the economics over a replaceable time period when reviewing the proposals and the costs of the materials. This will be important to keep in mind because of the significance of choosing the proper materials that will last for their expected life-time.
  - ii. Lois inquired if the Board was expecting the renovation costs are anticipated to be approximately \$100,000 per building? Ted agreed that \$100,000 per building is the expected budget.
  - iii. More conversation ensued amongst the Association members present and the Board regarding the Community’s input for this project, as well as the question of whether or not the Community will be able to vote of the cost of the renovation.
  - iv. Ilona discussed that the Board feels it is very important for this entire process to be transparent to the Community throughout the entire process. The Board feels that all of the Unit Owners should know, and have the right to know about every aspect of the renovation project.
- c. Alan S. discussed that it will be important for the Board to be able to present to the Community the full impact of the expenditures for the renovation project on the Association’s finances and future get-well-plans; as well as to update the get-well-plan and reserve study with a projection of five to ten years.

**11. Next Meeting**

- a. Marty discussed that the Board is still trying to find a day of the month to hold the Board meeting this year. The Board is trying to accommodate as many people as possible in picking a day.
- b. It was decided at the February 25<sup>th</sup> meeting that for now the First Thursday of the month will work starting with the April 2014 meeting. However, the first Thursday of April will not work due to a scheduling conflict, and so the April meeting will be held on the Second Tuesday of April.
- c. Alan Comrie reminded the Board that there will not be an updated financial report as there is such a short period of time between this March Meeting and the April Meeting. Alan C. also reminded the Board and the Association members present that he will be on a trip during the week of March 31<sup>st</sup>.
- d. Marty discussed that the next Board of Directors meeting would take place on Tuesday, April 8<sup>th</sup>, 2014 at 7:00 p.m.

**12. Adjournment**

- a. Ted made the first motion to adjourn the meeting. Ilona seconded the motion. No bodies present were opposed. Motion carried.
- b. The Meeting was adjourned at 8:31 p.m.

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**13. Executive Session**

- a. The Board then met in the Executive session after the conclusion of the public session to discuss existing or potential litigation or mediation, arbitration or administrative proceedings; to discuss labor or personal matters, such as delinquent accounts; to discuss contracts, leases and other commercial transactions to purchase goods or services currently being negotiated; and to prevent public knowledge of a matter to be discussed if the Executive Board determines that public knowledge of the matter would violate the privacy of any person.

Minutes Respectfully Submitted by:

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Elizabeth Young

