

WESTBURY CONDOMINIUMS ASSOCIATION, INC.  
BOARD OF DIRECTORS MEETING  
AUGUST 23, 2012

MINUTES (draft)

Attending: A. Sheckman, R. Huhtanen, M. Levitz, L. Swanson, D. Rosow also attending: A. Comrie ARC S. S. and S. deMello, Imagineers

The meeting was called to order at 6:40pm by A. Sheckman, President.

Minutes of the July 19<sup>th</sup>, 2012 Board of directors meeting were reviewed and approved on a motion made by R. Huhtanen and seconded by M. Levitz.

S. deMello of Imagineers presented the property manager's report. He presented a written status report on various management activities as well as proposals for cladding garage trim and quotes for drainage work. Mr. deMello indicated that the Town had reviewed and approved the plans developed for drainage improvements. Mr. deMello indicated that he had been in contact with Graham Window and was awaiting their response concerning window warranty matters.

The Ad Hoc and Bylaws Committees each reported no new activity. L. Menold of the FINCOM suggested a review of electricity charges for the garages.

A. Comrie presented the monthly financial report for July 2012. He indicated that charges for a new line item, "maintenance worker", in this report are probably overstated by about \$300 based on a recent invoice received from Imagineers. The July report showed a Reserve balance of \$259,485 and an operating fund balance of \$82,892. Total cash on hand at July 30<sup>th</sup> was \$350,204.

Mr. Sheckman reported that a parking sign at the north driveway had been vandalized and that a new sign for the Outlook Ave. area regarding visitor use should be available shortly. A question

concerning whether a decorative pole for this new sign was included in the original quote needs to be resolved.

Mr. Huhtanen reported that additional quotes for updating the fire alarm are being sought.

Mr. Huhtanen reported that he had contacted LKG Contracting concerning a proposal that LKG was to make regarding repairs and adjustments to roof membranes and a/c equipment.

The resolution of the emergency power issue is awaiting the engagement of an electrical engineer to assist in determining the feasibility and costs to implement the suggestions received to date.

The Spring/Summer maintenance plan is being addressed by Luis Colon, the new maint. worker.

Mr. Shectman will meet with Mr. deMello concerning fire door labeling.

Mr. deMello's monthly report indicated that development of comparable condo fees is very difficult due to varying ages and conditions of other complexes; their history of completing capital projects; and their reserve contributions.

Mr. Shectman reported that he had contacted BT Lindsay regarding Carrier fan motor replacements without much success. To date ten to twelve fan motors have failed. The manufacturer continues to honor the warranty and does provide an allowance for labor costs involved in the replacement.

Mr. Shectman reported that on two occasions he had left messages with Quisenberry-Arcari regarding their willingness to meet to negotiate an agreement but he has had no response. Mr. Shectman will make another call to Q&A. Mr. Shectman advised that he and L. Swanson had exchanged communications concerning development of a Board consensus as to the scope of the common hall decorating project. Mr. Shectman advised that he would provide copies of these communications to all Board members. It was

generally agreed that the goal should be develop a consensus as to the scope of this project by the September Board meeting.

Mr. Rosow suggested that before committing to the drainage project that an alternate solution to basement leaks which would involve an epoxy injection process be explored. Mr. Rosow agreed to provide contact information for contractors who might provide quotes for this alternative. The Board concurred with Rosow,s suggestion.

The Board agreed that an updated survey of garage roof leaks is required. Luis Colon will be furnished a garage owners list to make such a survey during rainy conditions.

Mr. Huhtanen reported on the status of insurance renewal quotes. Currently, there are two brokers seeking competitive quotes from insurers.

The Board discussed 'billbacks' to unit owners who had been billed for plumbing repairs due to tub drain failures and who also had been billed for ceiling repairs damaged as a result of these leaks. Following discussion the Board agreed to refer correspondence from Amica Insurance to Atty. Isaacson who will send a second letter to unit owners billed previously.

The Board reviewed a quote from Imagineers for cladding garage trim. The Board agreed to defer action on this quote pending receipt of a quote from LKG Contracting for the same work.

The Board reviewed the draft of the budget for fiscal year 2012-13 and a projection of the year end results for the year end Sept.30,2012. Mr. Sheckman suggested that the Board ought to review the current Capital Plan Projection and its impact on the budget. Mr. huhtanen will furnish the Board with a copy of the 'capital plan' developed by he and A. Comrie as well as an update. The Board agreed to meet either in person or in an online or telephone conference on Sept. 6thto approve the budget. The Board's goal is to hold the budget ratification meeting and the Board meeting on sept. 20<sup>th</sup>.

Mr. Huhtanen presented the Board with copies of a contract for renewal with Westside Landscaping. The contract is identical to that currently in place and is for the period Oct.1,2012 to Sept. 30,2015 at an annual base cost of \$16,500 including taxes but plus a \$25 per month fuel cost fee. The Board on a motion from R. Huhtanen, seconded by M.Levitz authorized Mr. Shectman to sign the proposed contract subject to his comparing it with the current Westside contract.

The Board discussed the audit for the year ending Sept.30,2012. It was agreed that Carney,Roy and Gerrol will perform the audit and prepare the Association's tax returns. Mr. Comrie was authorized to contact CR & G to obtain an engagement letter. Mr. Comrie agreed to have final figures for the year end Sept.30 to CR&G by or about October 15,2012. CR &G should be able to commit to presenting a draft of the audited financial report by Dec. 15<sup>th</sup> based on that schedule.

The Board received comments from unit owners related to the Ad Hoc Committee; garage leaks; smoke odors in a/c ducts; and the condition of new steps at the front entrance to #869 Farmington Ave.

The Board set its next meeting as Thursday, Sept. 20<sup>th</sup> at 6:30PM for both the Board meeting as well as the budget ratification meeting.

A motion was made, seconded and passed to enter Executive Session to consider a collection matter.

Following a return to regular session the Board agreed to authorize A. Comrie to contact Atty. Isaacson if the outstanding collection issue is not satisfactorily resolved by the end of August.

The Board received a contract renewal proposal from A. Comrie and agreed to take this matter up at its next meeting.

A motion was made seconded and passed to adjourn this meeting at 8:25PM.

