

The meeting was called to order at 7:08 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Yvette Blanchard, Director; and Susan Ahearn, Recording Secretary. Todd Darch, Treasurer, participated via conference call. Also present were Alan Comrie, Bookkeeper, and Brian Milano, Property Manager.

Alan Shechtman began the meeting by asking for approval of the Minutes from the September 20, 2016 Board meeting. A Motion to approve the Minutes was seconded by Board members indicating their approval.

#### Financial Report – Alan Comrie

Alan stated there was not a lot to discuss regarding the month of September. Westbury did incur some HVAC expenses in the form of repairs. Focusing on pages 10 and 11 of the September financials, Alan reported cash balances by Fund: the Reserve Fund was \$198,702.27 while the Operating Fund came in at \$116,609.57. Total cash on hand at 09/30/2016 by Fund was \$315,311.84.

By Bank, totals were: United Bank at \$32,444.86 and First Niagara (now Key Bank) at \$282,866.98. The total of these accounts by Bank as of 09/30/2016 was \$315,311.84.

Alan related to the Board information he gathered from Viking Fuel regarding the underground (oil) storage tanks currently at Westbury. He spoke to Lou, and stated that Westbury wants to keep the tanks but eliminate the oil. Two tanks are in each building; each tank's capacity is 330 gallons. In the course of his conversation with Lou, Alan sensed that Viking wants to see Westbury continue to store the oil, stating that the price of oil has dropped but the price of gas has risen. Alan related that he has discussed his findings with Luis Colon who related that more is involved with accessing oil as a fuel when both fuels are on site. "It's more than flipping a switch" to change over from one fuel to another, per Luis. Alan stated he is attempting to "rein in Viking" without really evaluating the oil.

Alan Shechtman stated that Westbury should continue this inquiry by calling on BT Lindsay. Cost analyses could be done to determine if it is worthwhile for removal of the tanks and the oil. Alan requested that Brian Milano pursue this by contacting BT Lindsay for further information.

Alan Shechtman also requested that Alan Comrie to look at Westbury's prior oil consumption statistics on an annual basis by gallons and costs.

#### Property Manager's Report – Brian Milano

Brian distributed copies of his report, dated 10/18/2016, to the Board and related the following activities since the September meeting:

- Luis continues to install weather-stripping on all garage doors;
- Joslin Concrete of Bristol, CT completed the additional work at the rear of Bldgs. 20 and 30;

( continued )

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

- Luis and Brian were on site to oversee the installation of the irrigation system. Hunter products were used which are top of the line. The company was very professional and did a great job;
- A new back light was installed by Kurker Electric of East Hartford, CT for "The Westbury" sign on Farmington Ave. A new LED light with approximately 15 to 20 feet of underground wire, 18 inches deep in conduit;
- Brian has obtained a quote to replace the two rear lamp posts at the back of the parking lot to illuminate the area better, including the dumpster area. One pole with a fixture would cost \$1,113.12 and two poles with two fixtures would be \$2,226.23. The poles would be approximately 12 to 14 feet high with a black aluminum surface. The fixtures would have LED lights;
- Brian has met with JH Property Services while they were on site removing shrubs and planting a new tree. JH reduced the size of and re-seeded the area behind Bldg. 20;
- Lockheed, the window installer, called Brian to say they could do the work in Bldg. 30, Unit 301 on October 29, and had e-mailed the owner and are waiting for response. Brian will need to rent a "lift" for this work;

Joyce Falkin suggested having a neighbor or friend available to "house sit" if the Unit owner was not able to be present on October 29th.

- Brian is looking to purchase a new vacuum cleaner for one of Westbury's buildings;
- Luis will construct a cover box for the new back-flows installed for the irrigation system. Per Brian, "these are high-ticket items and have been known to be stolen." The cover box will be painted brown to match;
- A violation letter is being sent to both the Unit owner and renter in Bldg. 30 for leaving garbage producing a foul odor in the hallway for pickup on Monday morning. The Owner will attempt to communicate with the tenant;
- Brian asked for Alan Comrie's assistance in determining the name of the Unit owner in Bldg. 20 whose tenant moved out in late Spring 2016 and now there is another tenant occupying the unit;

Yvette Blanchard stated the fine should be significant, due to the move-out without proper notice to Brian, as well as the lack of notification regarding the subsequent move-in.

Alan Shechtman stated he could communicate with Perlstein & McCracken of Farmington regarding the circumstances and a fine.

- Marchion & Faucher will be on site Monday and Tuesday, November 7 and 8 to trim trees;
- Two separate leaks (in two Bldgs.) occurred over the past weekend (October 15); Luis returned and made a repair to the leaking water line in Bldg. 869 which originated in Unit 207 and affected
- Unit 107; ProKlean Services came on site and provided drying-out services;
- Bldg. 30, Unit 204 was contained to a small area with minimal water. Luis will inspect the unit to find the source of the leak;
- The rug installer (McBride Wayside) should be called back to repair loose areas of carpeting;
- A home improvement form has been received (copy attached to Brian's report) from a Unit owner (202) in Bldg. 869 for kitchen and bathroom improvements.

**APPROVED**

Property Manager's Report (cont'd.)

Brian provided visuals in his report of the proposed lighting for the back parking lot illumination. Also a photocopy of a vacuum cleaner being considered for purchase. Further attached to Brian's report were Notices, Postings and Letters:

- Garage Doors to be closed when not in use...
- Proposed Protocol for Westbury Real Estate Transactions

OLD BUSINESS

Report on BOARD VOTE by E-MAIL CONSENSUS

Alan Shechtman reported that the Board has voted for the following actions to take place:

- 1.) Approval for a home improvement project, Bldg. 30, Unit 208;
- 2.) Approval for sealing of cracks in the back driveway. The vendor is L & M Paving;
- 3.) Approval for performing additional cement work behind Bldgs. 20 and 30; Joslin Concrete;
- 4.) Approval for the installation of an in-ground irrigation system, including all plumbing. The vendor is Chenail Landscaping of West Hartford;
- 5.) Approval for Marchion and Faucher/Newington to perform tree trimming as well as finishing work from their previous (Fall 2015) contract.

Extension of Stone Wall/Farmington Avenue Driveway

Joyce Falkin distributed a hand-out to the Board of recent activity regarding stone samples, pricing and delivery charges. She stated that pricing and delivery costs were consistent, but challenging was finding stone that would complement the random pattern (color, shape, "dry stacking") of the existing wall. From her comparisons, Joyce felt that Dunning Stone of Farmington could provide a mixed type of stone "which would be a better match for the existing wall." Her recommendation is to proceed with G & M Masonry, incorporating Dunning Stone. G & M seemed most professional and responsive compared to other vendors she contacted. Following that recommendation, Joyce proposed a Motion for the Board's approval:

That the Board approve continuation of negotiations with G & M to "tweak" their Proposal, and ask the representative from G & M to return to Westbury."

The Motion was seconded by Alan Shechtman, with Alan Comrie stating that G & M should furnish their insurance certificate, referencing the correct name for Westbury. Alan Shechtman reminded Joyce to ask about any other miscellaneous materials that would be needed for the wall.

**APPROVED**

Pet Survey

The question on the survey was: Do you feel The Westbury should be a pet-free community? There were 17 who answered "Yes" and 12 answering "No". Joyce Falkin stated that Westbury should revert back to a no-pet community status. She directed her remarks to the owner audience, asking if anyone had any comments about the survey results or pets at Westbury. One owner voiced her concern that enforcement (of the no-pet community status) was most important to her.

Alan Shechtman stated that the Board should pursue creating new language for the rule. Todd Darch offered that the Board should do a census and ensure that proper language goes into a new or re-stated rule. Alan Shechtman replied that Westbury could refer to Perlstein & McCracken for assistance.

Joyce further stated that the Board intends to establish a rule change, as well as heading up a pet registry by someone other than a pet owner. Alan Shechtman stated that a letter should be sent to residents, and Yvette Blanchard offered to assist in any phase of this effort.

Contracts: JH Property Services, Imagineers LLC

Todd Darch reported that he has had no conversations with Imagineers relative to their ongoing services without a contract. Joyce stated that the subject should be discussed in executive session, to which Todd agreed.

AUDIENCE TO VISITORS

Anna Potabenko of Bldg. 30, Unit 207 asked the Board for clarification about the extension of the stone wall. Both Alan Shechtman and Joyce provided answers to her question.

Mrs. Ching Shen voiced concern about not receiving a copy of the monthly newsletter. Several members of the Board asked that she provide her current e-mail address for receipt of the newsletter.

There were no further questions or concerns from audience members.

ADJOURNMENT

Alan Shechtman asked for a Motion to adjourn this meeting. The Motion was approved and seconded by Board members. The meeting concluded at 8:07 PM.

Alan proposed that a Motion be made to enter into Executive session. Board members gave their approval to hold an Executive session.

Susan Ahearn  
Recording Secretary