

The meeting was called to order at 7:06 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Todd Darch, Treasurer; and Susan Ahearn, Recording Secretary. Also present was Alan Comrie, Bookkeeper. Alan Shechtman asked for approval of the Minutes of May 17, 2016 and unless there were corrections or additions, he made a Motion to that effect. The Motion was approved and seconded by the Board.

#### Financial Report – Alan Comrie

For the benefit of Todd Darch, Westbury's new Treasurer, Alan referred to Page 1 of the May 2016 YTD Budget / Actual, stating that upon approval of the budget, line-item expenses are "spread through" the course of Westbury's fiscal year. For the month of May 2016, net income was budgeted for \$ (2,802) but the Actual figure was \$16,167. Under HVAC, General Repairs & Maintenance and the Maintenance Worker categories, Westbury achieved positive numbers for the month. Alan explained that capital improvements are categorized under the Expense portion on the Budget /Actual page. At this time, Alan stated that he is not aware of any unusual expenses, and "We are at break-even for the month of May." Alan further made reference to Pages 2 through 6 of the report, commenting on Page 5, "Operating Fund" — Oct. '15 through May '16. He then drew the Board's attention to Pages 63 through 67 relating to the interior renovation project, pointing out that Westbury came in under budget for the cost of the project. Page 7, an exhibit showing Reserves at both United and First Niagara Banks, was reviewed by the Board. Referring to Page 17, Alan cited a rise in gas costs for the month of May, perhaps due to unusually cool weather. In conclusion, Pages 15 and 16 were referenced, showing statements of cash balances by Funds (Operating and Reserve) and on Page 16 by Banks. Total cash on hand as of May 31, 2016 was \$338,624.67. Alan had no further information to relate to the Board regarding May 2016 results.

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

In Brian's absence, Alan Shechtman provided copies of a written report prepared by Brian to update the Board on activity since the previous meeting.

- A summary of contractors' quotes for concrete replacement/patching work at Westbury was presented, comparing three vendors: Joslin Concrete/East Hartford, Antoni & Sons LLC, of New Britain, and Peter F. White & Sons. Brian has had experience with Joslin and of the three, his preference is for the Board to award the work to Joslin, based on past experience and Joslin's quote. (Antoni & Sons' quote was \$9,200, identical to Joslin's; Peter F. White & Sons' quote was \$11,700).

Alan Shechtman proposed that the Board vote to approve one of the vendors and further negotiate with the preferred vendor on their specifications. Todd Darch asked about a warranty provided by the vendor as it was not indicated in the summary exhibit. Alan replied a warranty would be asked of each vendor. Todd further questioned whether Westbury reviewed contracts or Imagineers or both parties. Several Board members replied that Westbury and Imagineers are both involved in the contract negotiation and approval process.

Alan Shechtman proposed that the Board contact Joslin for specifications, and Joyce Falkin stated that there should be more than one Board member to review Joslin's contract.

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

A Motion was put before the Board by Alan Shechtman to meet with Joslin Concrete to pursue details of their quote, inquire about their warranty, and if specifications are acceptable to Westbury, to approve Joslin as the preferred vendor for concrete replacement/patching work at Westbury.

The Motion was approved and seconded by Board members to accept the quote from Joslin Concrete and to engage their services.

- Exterior window cleaning quotes from three vendors were provided to the Board. Vendors in Brian's report were CVG Window Cleaning of Bristol, CT; Fish Window Cleaning of Wallingford, CT and Chico's Window Cleaning.

Several Board members stated that CVG's work last year left a positive impression with residents, and CVG offered to re-wash some windows requested by residents. Alan Shechtman stated that CVG offered "to do a demo" before beginning their work at Westbury last year. Todd Darch stated he has had experience with Chico's, and would not recommend them for the job. Fish Window Cleaning's quote was \$7,286 plus tax.

A Motion was made to approve CVG's quote, \$3,234.10, the same price charged for their work in 2015.

The Motion was approved and seconded by Board members to contract with CVG for exterior window washing for Bldgs. 869, 20 and 30.

Brian reported the following additional activity in his report:

- BT Lindsay visited Westbury to provide a quote for a new air conditioning unit in Bldg. 30, Unit 302, on June 28, 2016. Brian will receive the quote before or by the end of the week; Todd Darch advised that the quote and the work should not be put off until the next Board meeting.
- Painting of garage doors as stated in Brian's report would require approximately three days' work, applying two coats of paint. This project will additionally include installing new side-door trim where needed. The work would be done by Luis Colon and a helper, and Brian stated that approximately 15 gallons of Behr "Prime and Seal" paint would be applied on the doors.

Alan Shechtman proposed the following Motion:

Westbury to obtain final cost figures from Brian, the cost to include two coats of paint for each garage door, plus trim work where needed, with a final cost not to exceed \$3,000.

The Motion was approved and seconded by Board members.

- Garage trim at 44 Outlook Avenue was repaired by Luis due to squirrel infestation;
- A new belt on an exhaust fan leading to the roof of Bldg. 20 was repaired;

( continued )

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

- Brian has contacted JH Property Services (landscaping) about notifying Imagineers/Westbury whenever additional landscaping work is planned; e.g. blowing mulch around shrubs, etc. Advance notice to residents is necessary so that windows can be closed in advance of a project of this kind;
- Luis has painted the rear door(s) of Bldg. 869 and will continue with other building doors;
- Brian has met with one intercom vendor on two occasions. The intercom repairman will return to Westbury on Thursday, June 30, and Friday, July 1, 2016 to work on the old system.

Brian had no further information to report to the Board.

**OLD BUSINESS –****Report on Common Area Renovation**

Alan Shechtman reported that several Board members and Tim Wooldridge, the design consultant, did a “walk through” of each building on Monday, June 27, 2016 to note areas where attention needed to be given to scratched and chipped paint, carpet needing to be adjusted on stairways, etc. The new “walk off” mats in outer lobbies have been put down. Outgoing mail boxes have been installed in each building providing security for resident mail. There will be boxes (similar to the outgoing mailboxes) for realtors to store their “lock boxes”.

Concerning interior sofa table lamps in hallways on each floor, and that lamps had been turned off in Bldg. 30, Alan stated that the bulbs used in these lamps are LED's and the cost to keep them turned on is quite minimal over the course of a year.

Todd Darch asked if the renovation was now completed. Alan replied that all design elements are complete.

**Pet Rules: Survey**

Alan Shechtman stated that in past years, there have been issues with cats in hallways and in some cases, resultant odor. The Board wants to revisit the issue of pets at Westbury, and “take the temperature” of the community regarding this subject. Alan plans to send e-mail or paper mail to all residents at Westbury, asking their opinion whether Westbury should “grandfather existing cats and re-institute a ‘no pet’ policy moving forward.”

**Revision of Resident Information Form – Alan Comrie**

Alan asked the Board to reply to him concerning the modified forms for resident information. One form is, “Owner-occupied and Investor-owned Information”, and the other is “Unit Renter

Information". Alan stated that he sent the Board an e-mail dated June 5, 2016 with the attached two forms.

Additional Discussion among the Board and Alan Comrie followed.

- Joyce Falkin stated that a regular schedule of tasks should be in printed form and used by Luis Colon regarding frequency of cleaning building interiors so that he can note on the schedule form that work was/was not completed.
- Todd Darch asked about the frequency of Luis' time at Westbury and how many hours a day he works. Also Todd asked if his painting of the garage doors is done outside his regular working hours. Alan Shechtman replied that Luis could have a helper on Wednesdays (when he is not on site) to continue the painting of garage doors. Luis is paid on an hourly basis.
- Todd further asked if Luis could do additional work and cleaning at Westbury. Joyce stated that the Board has not addressed Luis' duties but this is a subject that needs attention.
- Alan Comrie stated that a better form could be created for Luis to report his work activities.

#### **NEW BUSINESS –**

#### **Set Date for Preliminary Budget Work / Fiscal Year 2016–2017**

Alan Comrie asked for suggestions from the Board as to how and when discussion should begin. It was suggested that Todd Darch and Matt Salner meet to discuss, and possibly Lois Menold could join their discussion, focusing on utilities. Joyce Falkin mentioned that the meeting notice for the Budget Ratification approval by owners must be sent to them ten days in advance of the meeting.

#### **AUDIENCE TO VISITORS**

Diane Shimoda-Peterson of Bldg. 30 asked about the concrete walks in front of Bldgs. 20 and 30 and if any reference had been made in Brian Milano's written report about the status of the repairs. Alan Shechtman replied that Brian did not refer to the sidewalk repairs in his report. There was discussion about sending a letter to the Town of West Hartford to request the Town to commit to a definite date for making the repairs, or Westbury could have the repairs made and send the bill to the Town of West Hartford.

Rose DeRensis of Bldg. 869 related a move-out issue recently occurring in her building, referring to recent move-in/move-out guidelines circulated to the community. She sensed the tenant(s) living below her were unaware of Westbury's policy regarding moving. Joyce Falkin responded that the owners of the unit should be contacted.

Rose also thanked the Board for the interior renovations in Bldg. 869.

Patrick Miller of Bldg. 30 related an issue of no water accessible in his unit, due to discovery that the owner living above him had water turned off while in the process of a home improvement. He

questioned the Board as to the procedure for notifying unit owners regarding when water or any other utility will be unavailable. Alan Shechtman stated that the Board should look at the recently created guidelines for home improvements to see if there is any discussion about utility access and notification to unit owners affected by a shut-off. He also offered that the Board should inquire from

AUDIENCE TO VISITORS (cont'd.)

Brian Milano as to how Imagineers communicates in advance to tenants when utilities will be turned off.

Joyce Falkin referred to the monthly newsletter as a source for reminding owners and residents to alert their neighbors whenever a water shut-off is planned or any other utility will be inaccessible.

Mrs. Ching Shen of Bldg. 30 asked the Board to confirm that vendors such as electricians, plumbers, etc. hired by unit owners should be licensed. Several Board members replied, stating she was correct.

There were no additional questions or concerns expressed by audience members.

Alan Shechtman stated that the next meeting of the Board would be held on Tuesday, July 19, 2016 at 7:00 PM.

ADJOURNMENT

Alan then asked for a Motion to adjourn the meeting. The Motion was approved and seconded by Board members.

The meeting was adjourned at 8:33 PM.

Alan proposed that a Motion be made to enter into Executive session. Board members approved and seconded the Motion to begin an Executive session.

Susan Ahearn  
Recording Secretary