

CONFIDENTIAL

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDING AND GROUNDS COMMITTEE MEETING
JULY 5, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on July 5, 2010. Chairperson, Joyce Falkin presided. Present were Ilona Levitz, Diane Shimoda-Peterson and Board liaison, Alan Sheckman.

The meeting was called to order at 7:00 p.m. and the minutes of the Tuesday, June 1, 2010 meeting were approved.

OLD BUSINESS:

FRONT ENTRANCE PROJECT

1. **BID PACKET:** Ilona began by reading the proposal from Architect Mark Welch of Oak Park Architects. The Scope of Work was for the "Analysis, recommendations and design documents for repairs and refurbishment of the entrance doors and sidelights at 3 buildings including finishes in the vestibules," all of which were based on the recommendations of the Cianci Report and the Committee's requests. Ilona asked Mr. Welch to be more specific. He said that the work would include the design of the moldings, the address numerals for all facades, the establishment of all time lines, the oversight of all construction work and specific materials, the disposal of materials, and the drawing up of contracts with attention to liability issues. Under Scope of Service he would 1. Provide analysis and recommendations to the committee; 2. Provide architectural drawings detailing repairs for this project; 3. Provide construction administration services. The fee for this work is \$3,000.

The Committee proceeded to discuss at some length as to whether to ask Mr. Welch if he could provide oversight on the lighting of the entrances and the installation and/or refurbishing of new locks and hardware. Joyce and Diane thought that the expertise that Mr. Welch could lend, would be helpful in deciding which option(s) to choose, from the various ones submitted by the electricians and locksmiths. Both Ilona and Alan thought that the the lighting and hardware issues may be out of his realm of experience and suggested that we stay with the recommendations of Lighting Consultant, Peter Romaniello and our current Locksmith, Lou Hosier. The Committee agreed to this, however, it was decided that Joyce will ask Mr. Hosier for information regarding the locks and compliance with fire codes. She will also discuss with him the cost of purchasing new locks and hardware versus the refurbishing of our present ones. Refurbishing may prove too costly. The Committee further agreed that everything did not have to be tackled at once. If additional lighting is needed it can be phased in over time. Joyce's concern is that everything looks integrated and that safety issues are addressed.

Ilona went on to report on the vestibules. Mr. Welch suggested three different options. 1. New paneling; 2. Painting the paneling; 3. Covering the paneling with a new product. Alan suggested that when the project goes out to bid that it could be listed in parts. The carpenters could bid on the main body of work (front entrances) and also bid on various options (ie. vestibule work). We would like Mr. Welch to review the final (3) proposals and Ilona will ask him if the review is included in the \$3,000. fee. We would also like to send the bid packet to at least six carpenters. We will first call the carpenters to see if they wish to bid on the packet so that we do not needlessly go through the expense

and effort of sending it to an uninterested party. The bid packet should also request that the carpenters submit references.

The Committee voted unanimously to ask the Board for approval to hire Mark Welch of Oak Park Architects, LLC. to create a bid packet. Chairperson, Joyce Falkin will send them a letter requesting this.

2. ELECTRICAL INSTALLATION AND FIXTURES: Diane reported that the cost for six Hinkley Hanna Lights are as follows: Discount Lighting - \$2,334., Connecticut Lighting - \$2873., Beacon Lighting - \$2993. The Hinkley lights are rated for a compact florescent light bulb (26 watts) that produces light comparable to a 100 watt incandescent light bulb. Kurker Electric would install the sidelights for \$120. per building. The Committee was in accord, that at a basic minimum, lighting along the first and second set of stairs at Building 869 must be installed. For other lighting information/details please refer to the e-mail dated Wed., June 30, 2010, Subject: Price of Hinkley Lights and Fixture Installation

3. SIGNS: Joyce received bids from City Sign and Grafixs, LLC for double faced "WESTBURY" signs. **City Sign:** The price for a double faced sign, same square footage as the original with an aluminum pole and custom font is \$1985 each plus tax or \$2,104.10. Two signs will cost \$4,208.20. Parking signs will cost \$25. or \$30. and a reflective sign will cost \$5.00 more. **Grafixs:** The price for a 2'x6' double sign with flat faced letters will cost \$1,700 each plus tax or \$1,802. Two signs will cost \$3,604. The same sign with prism letters will cost \$1,900. each plus tax or \$2014. Two signs will cost \$4,028. Aluminum parking signs (12"x 18") are \$30. each. This does not include the cost for permits. Ilona was unable to speak to someone from Arteffects because of the holiday.

4. AWNINGS: The price for three awnings for each of the buildings is as follows: **State Awning: \$3,450., Awning Place: \$4,452.** (the price has risen by \$600. each), **City Sign: \$5,406.** The Awning Place said that the frame is 40% of the cost and the fabric is 60% of the cost. Arteffects designed the "W" in 1985 and copied the font on the awning. *(includes 6% tax)*

5. LOCKS AND HARDWARE: Joyce met with a person from West Hartford Locks who told her we must meet the current codes and ordinances. She suggested that Joyce talk with the fire marshal. It was decided that Joyce will ask Lou Hosier about the fire codes instead of the fire marshal in order to avoid a possible "sticky situation." Joyce reported that West Hartford Locks charges a \$110. fee to make a "house call" and recommendation and she said that they thought a light commercial lock would suit our needs better than a residential lock. Ilona stated that we currently have Baldwin Locks and if they were replaced with a different brand; the cost of re-keying would be very expensive. Joyce felt that a new product with the life time finish would be superior to what we have now. It was estimated that the cost for new locks and/or refurbishing them would be from \$1,500. to \$2,000. The Committee would also like to know if locks can be customized to match our existing keys. Ilona reported that Lou Hosier said that the cost of installing new cylinders in all the existing locks in all buildings, installing new panic bars in the back of the buildings and renewing the internal structure of all the locks would cost \$4,053. This price did not include the keys, brass kick plates or refurbishing of the brass.

6. RECAP: Alan will speak to the Board about the Committee's decisions. 1. We will request approval to hire Architect, Mark Welch; 2. We will prioritize the work and will recommend that we do the most important things first; 3. We will recommend the purchase of the Hinkley Lights and assess whether we will need additional lighting. 4. We will recommend that we redo the existing lock mechanisms and find someone to refurbish them unless it is more cost effective to purchase new ones. 5. We will request that the purchase of new awnings be included in the bid packet.

NEW BUSINESS:

1. BUILDING MONITOR REPORTS: Nothing submitted.

The meeting was adjourned at 9:00 p.m.
Our next meeting is on August 2, 2010

Respectfully submitted by Diane Shimoda-Peterson