

APPROVED

With Correction in red, 6th paragraph, Page 1

Minutes of the Board of Directors' Meeting / Westbury Condominiums Association
Tuesday, April 26, 2016

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The meeting was called to order at 7:05 PM by Alan Shechtman, President. Board members in attendance were: Joyce Falkin, Vice President; Lynn Swanson, Director; and Susan Ahearn, Recording Secretary. Also present was Alan Comrie, Bookkeeper. Alan Shechtman made a Motion to approve the Minutes of the March 15, 2016 Board meeting, pending any revisions or corrections. Board members indicated their approval, and the March 15, 2016 Board meeting Minutes were approved.

Joyce Falkin informed the Board that she received the resignation of Ted Calabrese from the Board, dated April 15, 2016, and further stated that his reasons for resigning are understood and must be respected. Joyce thanked Ted for his time, energy, and passion expended at Westbury for many years, as well as for his caring and concern about all aspects of Westbury's day-to-day activities.

Financial Report – Alan Comrie

Alan drew the Board's attention to the first page of the March 2016 results, "March 2016 YTD (year to date) Budget / Actual" pointing out the budgeted figure, (769) v. \$13,234 Actual, March 2016. In the utilities sector, the gas line item is trending well (budget: \$27,112 v. \$19,854 Actual, March 2016). There is a favorable variance for Total Utilities of \$8,631, and Alan stated he hoped a positive variance would continue. The laundry income variance of (838) is due to a timing issue according to Alan. Payments to Westbury from Automatic Laundry are lower, as more owners are installing appliances in their units.

Cash balances by Fund as of March 31, 2016 were: Operating Fund – \$98,726.93; Reserve Fund – \$290,605.26. Total cash on hand: \$389,332.19. Cash balances by Bank at 03/31/2016 were: United Bank \$72,230.10; First Niagara – Operating account: \$98,726.93 and First Niagara Reserve account: \$218,374.16 yielding total cash on hand: \$389,332.19.

Alan stated that Westbury is doing well on project expenses. He recently made a \$100,000 transfer from First Niagara Bank to United Bank. Alan is also working on a Unit Owner/Renter Information form to obtain emergency contact information for all on-site residents. In addition, Alan indicated that the duplicate key collection for owner keys which is stored under safekeeping in The Westbury management office needs to be re-organized.

Joyce stated that the Unit Owner/Renter Information **form** should be sent to everyone, on-site and non-resident owners as well as tenants. Alan stated that for reasons of security and confidentiality, this information will be located under the Board portal on the web site.

Lynn Swanson asked about the number of units currently rented at Westbury, and Alan replied that there are 22 units being rented.

Committee Report: Finance / Lois Menold

Alan Shechtman informed the Board that in a recent text message to him, Lois stated she was resigning her position as chair of the Finance Committee. Alan will be meeting with Lois in the near future.

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Property Manager's Report: Brian Milano

Brian was absent from the meeting, but he provided a report of activity to Alan Shechtman which Alan read to the Board:

- John Kroll, Project Manager at Lockheed Window Corp., was in contact with Brian regarding Bldg. 30, unit 301 replacement window(s). John will notify Brian when replacement window(s) are ready to be delivered.

Alan Shechtman stated Westbury should consider having John analyze the area surrounding window(s) as well as replace the fogged glass. Brian should inform Westbury regarding the delivery date for the window(s).

- A leaking circulator pump in Bldg. 30 has been rebuilt, per Luis Colon;
- Luis has assembled 21 of the sofa tables to be located in resident hallways;
- A new, front-loading washer and dryer have now been installed in the laundry area of Bldg. 30;
- Roofs have been drained of debris and excess water;
- Regarding garage re-roofing –

Alan Shechtman and Brian have met with a roofing contractor to review details. A rubber membrane will be placed below insulation. The contractor pointed out materials he would use as well as better techniques than what is evident from previous work. He will install Firestone products where needed. He guarantees all work for 20 years, and will replace areas compromised. Alan stated the contractor gave him a square-foot number on which he would base his charge. He can begin the re-roofing soon and can work on Saturdays. Brian is familiar with this contractor, and he has used him in previous work. The contractor has experience on many flat-roof projects.

Alan Comrie stated the contract between Westbury and the roofer should reflect a \$1 million certificate of insurance. Alan Shechtman agreed to pursue this detail with the roofer.

- Brian has pursued with two intercom vendors to make repairs to the systems in all three buildings, and is waiting to receive their estimates and phone responses;
- JH Property Services (landscaping) did a Spring cleanup including lawn cutting;
- Brian reported he has a third concrete price quote from Antoni & Sons LLC for \$9,200 plus tax, using 4,000 psi concrete;

Joyce stated that the Association should be informed about the quality and reliability of previous concrete repair materials, since those repairs proved unsatisfactory. Also, Brian is to provide the Board with the additional two vendor price quotes.

OLD BUSINESS — Report on Common Area Renovation

Before Alan Shechtman provided an update of the renovation progress, Alan Comrie informed the Board that there is a change order in the amount of \$1,200 needed for Bldg. 30 ongoing renovation. Paneling in the inner lobby will undergo a staining process to improve the overall tone of wood. Alan Shechtman continued, reporting that within the next two or three weeks, the renovation of Bldg. 30

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should be complete. Building 869 is virtually completed with furniture placed in the inner lobby area, and sofa tables and photo prints for resident hallways soon to be added.

OLD BUSINESS — Report on Common Area Renovation (cont'd)

Joyce Falkin informed the Board that new bulletin boards will be positioned on walls inside the rear door entrances of the three buildings. The space on each bulletin board will be for the Board's and management's use.

Alan Comrie mentioned the "Exchange" tab on The Westbury website, saying owners could use that space for posting items related to Westbury. Also available for owners and tenants is the bulletin board space in the laundry areas of each building for posting items for sale, items to acquire, or garage spaces available for renting.

Reconsideration of Pet Rules

Alan Shechtman reported there is nothing new to discuss about pet rules. Joyce stated that at the March Board meeting, it was agreed that a survey of owners' opinions would be prepared before any further work or attention was given to this subject. The survey should be distributed to every owner, both on-site residents as well as non-residents. Alan agreed to take on this responsibility.

NEW BUSINESS — Rental of Small Dumpster for Garden Debris

Joyce informed the Board that owners who garden would like to use a small dumpster that Paine's has made available to Westbury previously. Paine's empties the small dumpster two or three times during the course of the growing season, and the charge for emptying is \$36 per visit. Joyce proposed the following Motion:

that Paine's supply a small dumpster for Westbury's use, and provide emptying as well.

All Board members approved the Motion.

Revision of Resident Information Form

Discussion concerning this subject was recorded earlier in these Minutes. Please see Page 1, under Alan Comrie's financial report.

Schedule Walk-Around with JH Property Services, Imagineers Property Manager, Board members re: Spring/Summer services

Joyce expressed her concern that the "walk-around" should be done soon. Alan Shechtman stated that there are areas on lawns that need seeding and top soil. Also, trimming of overgrown and dead portions of bushes need attention. Alan reported that he received resident comments concerning their not liking JH's style of trimming. He emphasized that Westbury needs to identify the shrubs and bushes not to be trimmed or pruned.

Joyce agreed to contact JH (John Hannan) Property Services, but she will first call Brian Milano.

Alan Comrie reminded the Board to ensure that TurfMasters services are subcontracted with JH Property Services. Alan Shechtman indicated he would ask JH during the “walk around”.

Annual Meeting / June 6, 2016

Joyce stated that there will be two Board vacancies at the June 6th meeting. She also reminded the Board to make an effort to encourage other owners to share their time and talents by becoming Board members.

AUDIENCE TO VISITORS

An audience member inquired about keys referred to earlier during the meeting. Alan Comrie replied that he provided the Board with a brief update, but asked the Board to pursue this subject with individual owners. Currently in the management office is a “ball” of owner keys, most of which are not identified. Alan has taken on this task of identifying keys and determining the owners. It is a time-consuming project, but once keys and their owners have been correctly identified, Alan will organize and store the keys individually. In an emergency when a unit needs to be accessed, a duplicate key or keys for every unit should be stored in the management office.

Diane Shimoda-Peterson of Bldg. 30 asked about the leaks on garage roofs, specifically which bank of roofs were to be repaired. Alan Shechtman replied that any remaining roofs that are in need of repair will be repaired.

Diane also asked about the status of cement repair on the sidewalk area along the Westbury side of Outlook Avenue. Alan Shechtman replied that Brian Milano was to follow up with the Board regarding the repairs, and in a prior Board meeting, Brian agreed to contact the Town of West Hartford in person.

There were no more questions from the audience.

Alan Shechtman stated that the next meeting of the Board would be held on Tuesday, May 17, 2016, at 7:00 PM. He then made a Motion to adjourn the meeting.

The Motion to adjourn the meeting was approved and seconded by Board members.

The meeting was adjourned at 8:07 PM.

Susan Ahearn
Recording Secretary