

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDING AND GROUNDS COMMITTEE
FEBRUARY 7, 2011

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on Monday, February 7, 2011. Chairperson, Joyce Falkin presided. Present were Kathy Sibley, Marcia Shaughnessy, and Alan Sheckman, Board liaison. Absent was Diane Shimoda-Peterson.

The meeting was called to order at 7:15 P.M. A motion was made, seconded, and passed to approve the minutes of the January 3, 2011 as written.

In accordance with the "new Act condominium law, the Buildings and Grounds meeting agenda was posted 10 days in advance of the meeting and there was one visitor present.

UNFINISHED BUSINESS AND PENDING MATTERS:

1. Joyce welcomed Marcia Shaughnessy to our committee and presented her with a packet of materials.
2. Reprise of front entry project:
 - Project file: Joyce suggested that a file be kept of all projects undertaken. This would contain a description of work done, budget allowed, expenses involved and assessment of the overall project. She is currently putting one together for the front entry project. Joyce said that we still do not have a final figure from Priority and Alan said he would try to get that for her. Joyce also felt that the construction of the new stairs and rails, although handled by the Board, should be considered part of the front entry project and therefore their expense should be added to that of the overall project.
 - Mismatched numeral: The number 2 that was mismatched on Building 20 has been replaced.
 - Westbury sign: Joyce received an e-mail from Evan Welch, of Artfxsigns, asking the status of the Westbury sign in relation to the suggested designs his company had provided for us. Joyce asked whether in fact the Board considers this as part of the Front Entry project and how much money is available for the sign. Alan said that as to the best of his knowledge, there was no money allocated this fiscal year for the sign. Joyce said that \$33,000 had been allocated for the front entry project and she was confident that this amount included the Westbury sign. Alan will try to get an answer for us.
3. Parking Signs: The Board is working on this and weather permitting they will soon be in place.
4. Building and Grounds vendor work calendar has been sent to the Board.
5. The Building and Grounds committee would like to see the work done by Admiral monitored for two months (March, April 2011). The committee will be prepared to make a recommendation to the Board concerning the Admiral

- contract in May. The monitors (B&G committee members), using a checklist developed by them, based on the stipulations of the contract with Admiral, would monitor janitorial services on a weekly basis. The committee also suggests that when the Enhanced Management representative makes his weekly rounds, he be accompanied by a Board member with the B&G checklist in hand.
6. Tree Work: Marchion and Faucher completed cabling the oak tree on the south side of Building 30 and pruning of the white oak at Outlook and Farmington Avenue on 1/4/11.
 7. Ceiling in lobby of Building 20: There is a small watermark on the ceiling, resulting from a leak, which needs to be painted. It was suggested that the Board hire someone to take care of this as soon as possible.

NEW BUSINESS:

1. A motion was made to recommend to the Board that our Turfmaster contract be renewed. The motion was seconded and unanimously passed. Joyce Falkin will have the soil tested to be sure the fall lime application is the correct strength.
2. A motion was made to recommend to the Board that the garage cleaning date be changed from June 30, 2011 to April 30, 2011, to allow for cleaning the slate and carpets in all buildings at an optimum time. The motion was seconded and unanimously passed.
3. A motion was made to recommend to the Board that May 11, 2011 be chosen as the date for sealing and cleaning slate in all buildings and May 18, 2011 be chosen as the date for the cleaning of carpeting, in all buildings. The motion was seconded and unanimously passed. Kathy Sibley will contact Simply Magic, Chem Dry to get us on their calendar for these dates.
4. The resident guide is scheduled to be sent out shortly for notice and comment. The Board waited to send all the sections of the guide at one time to save postage.
5. Financial status of replacement shrub project intended for spring: Joyce and Diane have done some initial investigating in this area but it will be necessary to go out next month and get estimates from several nurseries for plants including having them planted. Moscarillo's and Gledhill include a one-year guarantee for any plants that you buy and they plant.
6. Issue of cigarette smoke odors in common areas: There have been complaints, particularly in Building 20, regarding cigarette smoke odors in common areas. It was suggested by Alan, that the Board send a notice to all residents, reminding them that cigarette smoke in individual owners units cannot impact on other units or common areas. It is the owner's responsibility to take whatever measures are necessary to ensure this. A fine will be levied on those who do not do this. If people are having these issues, they need to first talk to their neighbor and then bring it to the Board. This is also true regarding cat odors, which have also been reported in some buildings.

Meeting was adjourned at 8:50 P.M.

NEXT MEETING DATE: Monday, March 7, 2011

Submitted by: Kathy Sibley

