

Minutes of the Board of Directors' Meeting / Westbury Condominiums Association**Held: Tuesday, June 16, 2015**

Alan Shechtman, President, called the meeting to order at 7:02 PM, and began with the introduction of new members of the Board. Lynn Swanson will serve as Director; Alan will continue to serve as President, and Susan Ahearn will serve as recording secretary. Ted Calabrese, Treasurer, was present. Joyce Falkin, Vice President, stated that the Board met recently to determine Director titles and terms of office. That information is posted on a schedule of Board meeting dates found in the lobbies of each building. The only date not definite at this time will be a meeting of owners in late September to ratify the budget. Advance notice will be given concerning that date. Further, Board meeting agendas are posted five days before each meeting date. Owners are encouraged to communicate with the Board between meetings using the Management mailbox in Building 20.

Alan Shechtman asked for a Motion to approve the minutes of the May 19, 2015 Board meeting. Alan Comrie, bookkeeper, stated that he had made changes to the financial portion of the minutes, and revisions have been sent to the Board. A Motion to approve minutes was made and seconded. A reading of the May 19 minutes was waived by the Board.

Alan Comrie provided the monthly financial update. Year-to-date excess revenue came in at \$19,818, with an excess of \$25,899 over the budgeted amount. Westbury has a favorable variance of \$10,699 in the gas line item category. Concerning Westbury cash-on-hand balances, as of June 16: the Operating Fund is at \$95,757 and our Reserve Fund has \$435,939, for a total of \$531,696. Alan stated he has performed the annual filings with the State; this refers to Westbury's status as a corporation. The fee and certification costs are approximately \$50 each.

Lois Menold for the Finance Committee stated that more owners need to serve on committees; this is vital going forward for Westbury to thrive. She also would like to see lease dates added to owner information sheets, as well as a reminder about the \$500 deposit prior to a move-in or out. Brian Milano of Imagineers concurred, and stated the same is true for large deliveries. Joyce Falkin stated she would like to see a "division of labor" among Board members, developed according to their interests and expertise. She suggested, as an example, that Susan Ahearn function as liaison to the Bylaws Committee (now inactive) and resident expert on our bylaws and the Common Interest Ownership Act.

Property Manager Brian Milano reported the following:

- Several air conditioning units in Bldg. 869 have been repaired;
- B T Lindsay has been on site regarding duct work and stated they would come up with a plan and remedy to make repairs. They do not expect "up-front" money currently;
- Brian has spoken to a pest control company; however, the vendor stated he only treats for ant and bee infestations; the vendor said there is not much to be done to address the problem of moths or silverfish. He does not visit a site on a monthly basis. There are

owners in more than one building who have problems with moths and silverfish. One Board member suggested an entire building ought to be treated. Brian stated that there is an initial charge of \$85 for spraying the first unit, and subsequent units at \$25 per unit. Concern was expressed by Joyce Falkin that moths and silverfish could result from basement storage areas. The feeling expressed by the Board was that an entire building should be treated.

- An elevator switch in Bldg. 20 has been repaired;
- Brian has met with Mike Hodges of Westside Landscaping. Mike was on site today, June 16, and was made aware that Westbury continues to hold a check payment for \$1,400 until work is completed per the contract with Westside;
- Brian stated other landscaping proposals have not been returned;
- Joyce Falkin asked about sealing of cracks in the driveway;
- Luis Colon has begun work on access to windows in basement storage areas; Brian stated that the unit owner should be responsible for the cost of repairing a broken/damaged window. Board members and Lois Menold stated that a storage area must be deeded to an owner in order for the repair cost to be paid by the owner;
- Brian was asked by Joyce Falkin about the status of the window(s) in Unit 301, Bldg. 30. There is a six- to eight-week wait on receipt of the window(s), per Brian.
- Concerning exterior window washing, Brian circulated hard-copy information regarding two vendors: Fish Window Cleaning/Wallingford, CT and CVG of Bristol, CT. Alan Shechtman encouraged Brian and the Board to focus on CVG. Also, the Board suggested that Brian contact Hampshire House to obtain the name of their window cleaner. Brian is to follow up with CVG about their cleaning methods.

Old Business — Common-Area Renovation, Contracts, Resident response —

The contract has been agreed to by both parties (Tim Wooldridge Interiors, Ltd. and The Westbury.) The date on the contract is June 1, 2015, and Westbury has a final version of the contract, per Alan Shechtman. Tim is in the midst of getting his designs ready, and has been working on his own. Westbury has a check payment of \$4,000 ready for Tim. Joyce Falkin proposed that a unit owner survey form be created to permit owners to express preferences and opinions on the proposed designs. The survey will be advisory only; the Board will make the final decisions. Lynn Swanson volunteered to draft a form to present to the Board at the July meeting.

Four landscaping proposals have been received. One potential vendor (D. W. Burke) does not remove snow. JH does both landscaping and snow removal. John Zysk's charge for landscaping service would be \$40,000 with no snow removal, and fourth, our current vendor, Westside Landscaping. Westside is obligated to finish the work per their contract, according to Alan Shechtman. Joyce Falkin stated that Mike Hodges/Westside should

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complete the work, and made a Motion to dismiss Westside and contract with JH. However, she re-stated her Motion: AMENDED MOTION: By June 20, 2015 Westbury will contract for the coming year with JH, and inform Mike Hodges/Westside that a portion of payment will be withheld until all contract work has been completed satisfactorily, and the project behind 20 Outlook has been completed to our satisfaction. The Board gave unanimous approval.

Comcast Proposal — Alan Shechtman reconfirmed the opinion of several Board members in an e-mail they sent to him that the Comcast proposal should not be accepted by Westbury, as it is more for Comcast's benefit than Westbury's. A Motion was made to approve the proposal. There were four Board members who voted against approval, and one abstention. The Motion was denied.

New Business — Tree Care — Joyce Falkin reported that she has communicated with Distinctive Gardens & Tree Care. Their representative quoted a price of \$2,200 per day for four to six days' work. On Westbury property there are five trees that need to be removed. While it may not be possible to undertake the tree removal currently, Westbury should plan on a "need" condition. Joyce stated she would go back to the representative to clarify his quote and the charges.

Committee Appointment / Feasibility of Rule on Investor-Owner cap —

Since there has been past discussion about the ratio of owners/investors and the number of tenants occupying units at Westbury, the Board felt this item should receive some attention. Joyce Falkin stated that a committee should be formed to seek out all facts about this subject, advantages and disadvantages and present them to the Board. Alan Shechtman replied that the Board should meet with Scott Sandler of Perlstein, Sandler/Farmington. The following Motion was proposed: The Board would like to commission Scott Sandler to cite both the pros and cons of an investor-owner cap. No vote was taken on this Motion.

Resident reminders: Move-In/Out; Use of Dumpsters, Cigarette butts, etc.

Several Board members expressed frustration that residents are unaware of the policies stated in the Resident Guide. Examples are in/out moves and large deliveries and using of the elevators and front entrances during these times. Several Board members cited

the lack of a newsletter. Some felt that under-the-door reminders and communications are effective. There was further discussion about restricting moving in and out to weekdays and prohibiting weekend moves. Board members stated proposed language that could appear on a mailing: Beginning August 1, moves in and out must occur on a weekday. If a weekend move is necessary, it must be approved by the Board. The \$500 fee reminder should be included in the mailing.

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Audience to Visitors

Mrs. Ching Shen of Bldg. 30, Unit 105 stated that she sent a letter to the Board, via the Management Mailbox in Bldg. 20 but did not receive a reply. The letter concerned countertop replacements to occur the week of June 22 and contained the necessary contractor credentials, etc. Alan Shechtman stated that he would look for her letter and supply a copy to the property manager.

Gerry Gibson of Bldg. 20 remarked that Westbury's interiors and landscaping needs should happen as soon as possible in order to improve our property values. She also mentioned a gutter issue on a portion of the garages behind Bldg. 20. The Board agreed with her first concern, and is aware of the gutter condition.

Matt Salner of Bldg. 30 cited a third-floor resident who places recyclables, etc. in the hallway early on the day prior to the weekly pickup. The pick-up items give off a noxious odor. Several Board members suggested Matt take photos of the items, and if the condition persists, Matt should be in contact with the Board as well as the property manager. Alan Shechtman suggested a warning letter be sent.

Diane Shimoda-Peterson of Bldg. 30 asked about the status and condition of the Dogwood and Maple trees on the property. Joyce Falkin replied that the Japanese Maple is ok and that Mike Hodges stated the Dogwoods are also ok. Diane further said she is in favor of management being involved in the move-in/move-out process.

Patrick Miller of Bldg. 30 offered that as a means of reminding residents about disposing of trash/recyclables and moves in and out, he favors a single sheet placed under resident doors stating what residents should be doing regarding disposal issues as well as policies to follow when moving, as well as receiving large deliveries. A one-page flier, carefully designed, stated briefly and to the point, should capture the resident's attention.

Jerry Shimoda-Peterson inquired about garage roof replacement issues, citing an area that the Board should address in order to prevent major expense in the future. Ted Calabrese stated that he has obtained three bids, one of them being J P Carroll. Joyce Falkin stated that this issue will be added to the next month's Board meeting's agenda.

There were no further issues or concerns expressed by the audience.

A Motion was made to adjourn the meeting, and the Board gave unanimous approval. The meeting ended at 8:42 PM.