

# Resident Guide



**The Westbury**

**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
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**Resident Guide**

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This alphabetical listing is designed to provide brief information about frequently-asked questions by residents. For complete information on responsibilities of Unit Owners and the Association, please see the official condominium documents. Non-Resident Unit Owners are responsible for assuring that their tenants receive a copy of this Resident Guide.

### **Air Conditioning**

Each Unit has its own air conditioner. Residents control the use of the air conditioner by means of a thermostat, and usage is reflected on the utility bill for the unit. Periodic cleaning and/or replacement of filters will be provided by the Association.

### **Bicycles**

Bicycle racks are located in the basements of each building (20 Outlook Avenue, 30 Outlook Avenue and 869 Farmington Avenue) for storage of bicycles when not in use. Bicycles are not to be ridden or wheeled on carpeting in the hallways when entering or leaving a building.

### **Board of Directors**

The Westbury Condominium Association is governed by a Board of Directors elected by the Association members. A list of the current Board members can be found on Page 8 of this Guide. If it is necessary to contact a Board member, you may drop a note in the Management Mail box located in Building 20, Outlook Avenue.

### **Cable Television**

Installation and service of cable television is the responsibility of each resident. The cable company may require permission from the Association for new hookups. The Association allows reasonable installations to be made. No satellite dishes nor roof-top antennas are permitted. Residents are required to contact the property management company (Please see Page 9 to contact the property management company) before beginning any installation to ensure that the property is not damaged and its appearance is maintained.

### **Car Washing**

Car washing is not permitted on The Westbury grounds. There are ample car washing facilities in town and in surrounding towns.

### **Cleaning: Common Areas & Resident Units**

The general maintenance of the common areas (lobbies, stairways and garages) is done by an outside contractor on a scope and schedule approved by the Board. If you have any questions or concerns regarding the cleanliness or safety of any common area, please contact the property management company. It is the responsibility of each Resident to maintain his or her Unit in good repair and state of cleanliness. No floor-cleaning devices (mops, brooms, brushes, etc.) are to be cleaned via an open window or door leading to the outside.

### **Dumpsters**

There are trash dumpsters behind Building 30, Outlook Avenue. The large blue dumpster is marked for Recyclables only. The brown dumpster is for non-recyclable trash. These dumpsters are for the use of the Association and Westbury Residents only. A small dumpster used exclusively for yard waste is located at the south side of the parking lot. Trash removal is provided by the Town of West

Hartford through a private contractor, For a description of recyclable trash and for disposal and removal of bulky and non-recyclable items, please refer to Trash Disposal and Recycling on Page 39.

### **Electrical Usage within a Unit**

Residents should be aware of the capacity of circuits as labeled on the circuit breaker box within their Units. Misuse and/or overloading of appliances, devices, or fixtures which could affect another Unit as well as a Common Element in line with the Resident Unit initiating the overload is prohibited. Any resulting damage is the responsibility of the Resident causing the overload.

**Fire Safety** – Residential buildings at 20 Outlook Avenue, 30 Outlook Avenue and 869 Farmington Avenue have recently had new electronic fire safety systems installed. The main panels for these systems are located in the front lobby areas of each of the buildings and fire alarm pull boxes are located in various areas throughout the buildings.

#### **Some Important Reminders**

- Assume all alarms are real and evacuate the building;
- Know the location of Fire alarm “Pull” boxes;
- Do not open any door that is hot to the touch;
- Plan an escape route that does not include the use of the elevator;
- Change batteries twice a year when turning clocks ahead or back, in the Spring or Fall;
- Keep a fire extinguisher in your kitchen & test your smoke detector monthly.

### **Garage Units**

The garages are the property of individual Unit Owners, and are to be used primarily for the storage of properly-registered and operable vehicles. A resident with an unoccupied garage is encouraged to rent it to another resident to help reduce parking congestion. The maintenance of the garage buildings is provided by the Association. The garage doors and the garage door openers are the responsibility of the Unit Owners. Garage doors must be closed immediately after accessing or egressing the garage with a motor vehicle.

Minor Repairs and routine maintenance to vehicles within garages may be done by residents. Examples are adding fluids (oil, antifreeze, windshield cleaner), as well as changing an air filter, replacing wiper blades. The use of battery chargers and other small power tools is permitted for making minor repairs. No major repair or extraordinary maintenance to a vehicle (motorized or un-motorized) is permitted on any of the Common Elements. Upon completion of a minor repair, the Resident’s garage space should be cleaned and cleared. Residents are prohibited from conducting any business, trade, or commercial activities in a garage unit. No signs, displays or advertising should be posted or maintained on any part of the Common Elements or any garage unit. Except for minor repairs, no vehicles are to be disassembled, rebuilt, painted, constructed or left as junk on any portion of the driveways, parking areas or garage spaces.

### **Gardening by Residents**

The Residents’ Association wishes to encourage resident gardening for the satisfaction and enjoyment of the gardeners and the aesthetic pleasure of those who appreciate their efforts. There are a number of plots currently being gardened, other spaces that could be developed, and potential spots for container gardening. There is also a need for volunteers to help with watering, either by

monitoring sprinklers or spot watering with a hose. Each April, notices are posted in all buildings, asking for an expression of interest. Anyone expressing interest in gardening will be contacted, on a first-come, first-served basis by the Buildings & Grounds Committee. All gardeners must familiarize themselves *with* the Guidelines for Resident Gardening (please see Page 11), and agree to abide by them. Gardens are monitored by the Buildings & Grounds Committee, the property management company and/or the Board to ensure the guidelines are being respected.

### **Heating**

There is a central heating unit located in the basement of each building. The system is adjusted to provide a comfortable environment for all Residents. Heating is provided by the Association.

### **Hot Water**

Hot water for all Units is generated from a central unit located in the basement. The system is adjusted to provide an adequate supply for all residents. Hot water is provided by the Association.

### **Insurance**

Both Owners and Residents need to obtain insurance to cover their “contents” as well as to provide for offsite living, in the event that their unit is damaged and cannot be occupied. The Association maintains insurance coverage in the forms of property insurance and liability insurance as mandated by Connecticut law. Insurance claims against The Westbury Association should be submitted first to the Board before being submitted to the insurance company. Refer to The Westbury Condominium documents, Article XXII (22), Sections 22.2 through 22.9 for further information. Residents must also comply with the rules and regulations of The New England Fire Rating Association, and with the rules and regulations contained in any fire and liability insurance policy written on The Westbury property.

### **Keys; Building/Basement**

The Association provides two (2) building/basement keys for each unit. These keys remain the property of the Association, and can be special ordered only by the property management company, referenced on Page 9.

### **Keys: Resident Unit / Storage Area**

Keys for a Unit and its storage area are the responsibility of the Resident. All Residents are encouraged to provide the Board of Directors with a key to their unit and basement storage area, in case of an emergency or for a scheduled maintenance call. The Board maintains a lock box for storage of Residents’ keys in a safe and secure location. No one will enter a Resident’s Unit nor basement storage area without prior arrangement, except in the case of an emergency.

### **Landscaping**

The grounds of The Westbury are part of the Common Element and are maintained by the Association. The Board contracts with a landscaping company to maintain them. For questions and concerns regarding appearance/safety issues associated with landscaping, please contact the property management company.

### **Laundry Facilities & Upkeep**

Laundry facilities in the basement of each building are provided by Automatic Laundry Company, under a contract with the Association. Automatic Laundry is responsible for mechanical servicing of

the washers and dryers. The Association provides cleaning, trash removal, electrical and water supplies to those areas of each building. For washer or dryer malfunctions, it is the responsibility of the Resident using the equipment at the time of the breakdown to place a call to Automatic Laundry at 1- 800/ 422-5833 or contact via the Web address: [www.automaticlaundry.com](http://www.automaticlaundry.com) and click on “On-Line Service”. Residents are requested not to use the laundry rooms and/or facilities during the hours of 11.00 PM to 7:00 AM.

### **Mail Service**

The front entrance lobby to each building has a locking mailbox for each Unit. The post office requires each Resident’s last name to appear on his or her mailbox. Labeling of names on boxes is provided by the Association (email: [joycefalkin@gmail.com](mailto:joycefalkin@gmail.com)). Magazines and packages are left on a table in the inner lobby of each building. Residents may leave outgoing mail for pick up in the box on the table, but in today’s environment of identity theft, it is not recommended to leave unprotected mail for the postal carrier. Leaving mail for pickup is at your own risk.

### **Maintenance: Routine & Emergency**

A Resident with a maintenance request for a Unit or the Common Area should contact the property management company (please see Page 9) who will respond to the request. Association bylaws and policies will determine if it is the responsibility of the Association or the Unit Owner to assume the expense.

### **Maintenance Policy for Buildings 869 Farmington Ave. and 20 & 30 Outlook Avenue**

Information concerning these policies may be found on Pages 12 and 13.

### **Maintenance Policy for #44 Outlook Avenue**

Information concerning this policy may be found on Page 14 and 15.

### **Moving Guidelines**

Information for Residents (Unit Owners and Tenants) moving into or departing The Westbury can be found on Pages 16-23.

### **Non-Discrimination Policy**

In accordance with Connecticut law regarding housing, the Association does not permit discrimination on the basis of age, ancestry, color, family status, lawful source of income, learning disability, marital status, mental disability, national origin, physical disability, race, religion, sex, sexual orientation, use of a guide dog in services rendered and the rental and sale of Units.

### **Painting of Exterior & Interior Window Frame Surfaces**

Information concerning Painting of window frame surfaces, whether exterior or interior frames, can be found on Page 24.

### **Parking: On Property**

Owners without a garage may rent a parking space from the Association on a month-to-month basis. For further information, see **Parking Policy, Pages 25-27.**

### **Parking: On Street**

Day visitors are requested to park on the street. Overnight parking on the street is not permitted by the Town of West Hartford **unless the West Hartford police (860/ 523-5203) are notified in advance.**

### **Parking: Winter weather conditions**

During and after a snowstorm, Resident Owners of vehicles parked outside of garages must move their vehicles in order to facilitate proper clearing of the driveways and parking areas. Vehicles should be moved promptly after a storm or during an extended break in the snowfall, to allow the snow-removal contractor to clear the parking area and driveways. Residents should move their vehicles either to the street (avoiding a No-Parking ban section) or to an area already cleared of snow. Failure to so move the vehicle will subject the vehicle's owner to a potential \$25 fine and/or towing of the vehicle at the owner's expense. Repeated violations of this policy in any given winter season may subject the owner to additional fines.

### **Pets at The Westbury**

No pets are permitted at The Westbury with the exception of owners who registered (completed all required forms and submitted pictures of their pets) up to two domestic cats prior to December 31, 2016 with the Management Office.

### **Quiet Hours**

Please enter and exit quietly and refrain from noise (loud talking, talking on a cell phone, blaring car radios, etc.) that would disturb residents. **Hours for use of the laundry rooms are 7:00 AM to 11:00 PM.**

Residents should be aware that gatherings and/or parties in a Resident's Unit or in the Common Areas **that exhibit disturbing noise are prohibited.** Also prohibited are playing of musical instruments, Televisions, radios and other sound-emitting devices **at high volume** that would interfere with the rights and comforts of other Residents.

### **Recycling**

Items for recycling should be deposited in the large blue dumpster behind Building 30 or by using the blue recycling bin provided to Owners and Residents by the Association. Recycling pickup will be discontinued during and after the common hall renovations.

### **Renovation of a Unit**

Renovations refer to Additions, Alterations and Improvements to an Owner's Unit. These terms apply to all Resident Owners. Please refer to **Pages 32 through 38** for further information.

### **Resale Certificates**

Resale certificates are required under Connecticut law, and are available by contacting the Property Manager. (Please see **Page 9** for contact information.)

### **Resident Units**

Residents are prohibited from conducting any industry, business, trade or commercial activities (other than home professional pursuits without employees), public visits or non-residential storage, mail or other use of a Unit. No sign, window display or advertising is permitted on any part of the Common Elements or any Unit. No Unit is to be used or rented for transient, hotel or motel purposes.



### **Safety**

- Resident drivers are to adhere to a 5-mile-an-hour speed limit upon entering and exiting the driveways of The Westbury property;
- Use of a deadbolt lock for a Resident Unit is advised;
- Ensure building entry doors close completely and are locked;
- Garage doors are to be closed when exiting in a vehicle or walking;**
- Always** use the video camera to identify visitors before allowing them inside;
- Use common sense when walking alone or at night;
- Use extreme caution when walking during icy or wet conditions;
- Report any unsafe conditions or suspicious persons to the West Hartford Police (860/ 523-5203)
- Skateboarding is not permitted on Association property.

### **Smoking**

For safety and health reasons, smoking is **prohibited in all indoor Common areas and the garages**. It is discouraged within the units and on the grounds of The Westbury.

### **Snow Removal**

The removal of snow from the driveways and walkways is the responsibility of the Association. The Board contracts with a snow-removal company to provide this service.

### **Special Deliveries** (Furniture, Major Appliances, etc.)

Information concerning the delivery of **large** items to a Resident's unit can be found in the **Addendum pages, "Moving & Special Delivery Guidelines", Pages 16 through 23.**

### **Storage and Storage Areas**

With the exception of the blue recycle bins placed outside a Unit door for the Monday pickup, no personal items are to be stored or left in Common areas: hallways, stairwells, lobbies, laundry areas and any other open space within the buildings. Each Unit has a basement storage area. Residents are requested to keep the door of the storage area locked, to block the view from the window with a shade or curtain, and to check the area periodically. When leaving a basement storage area, Residents should turn off all lights within their storage areas. **The Association is not responsible for theft of or damage to items in storage areas.** The Association will not enter a storage area without prior arrangement with a Resident, **except in the case of an emergency**. No hazardous material should be kept in a storage area or an article that would increase the risk of injury to others or endanger the buildings.

### **Sunbathing**

Sunbathing is not permitted on the front lawns of Buildings 20 Outlook Avenue, 30 Outlook Avenue or 869 Farmington Avenue and is not permitted between Buildings 20 & 30 Outlook Avenue. If you wish to sunbathe, you must do so in the areas behind each building.

### **Telephone Service**

Telephone wiring and installation of land-line equipment is the responsibility of each Resident. All hookups must be done in a legal manner and conform to telephone company standards.

## **Trash Reduction**

There are three (3) options to consider before disposing of trash:

- Reduce: Generate less trash by purchasing products with less packaging and bringing fewer disposable items into your home;
- Reuse: Give items such as supermarket bags and plastic containers a new use instead of throwing them away. This also saves money;
- Recycle: the Town of West Hartford Recycling program includes clean glass, metal, plastic, newspaper, and corrugated cardboard.

Please refer to Trash Disposal, Removal, and Recycling Guidelines found on Page 39 for detailed information.

## **Water**

The Association provides the water supply to Resident units from the Metropolitan District Commission (MDC).

**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
**Board of Directors**

**Alan Shechtman, President**  
**Term June 2018 – June 2021**  
**E-mail: [alanshec@gmail.com](mailto:alanshec@gmail.com)**

**Lynn Swanson, Vice President**  
**Term: June 2020 – June 2023**  
**E-mail: [lswanson01@gmail.com](mailto:lswanson01@gmail.com)**

**Todd Darch, Treasurer**  
**Term: June 2019 – June 2021**  
**E-mail: [toddarch@gmail.com](mailto:toddarch@gmail.com)**

*[www.westburycondo.com](http://www.westburycondo.com)*

# The Westbury Condominiums Association, Inc.

## Resident Guide

### Property Management Company



Learn more about condominium laws and keep up-to-date with condo law changes.

#### Contact Us

If you have any questions or would like further information about our firm, contact us directly - we're easy to reach.

**EAST HARTFORD**  
White & Katzman Management  
111 Roberts St., Suite G1  
East Hartford, CT 06108  
Phone: 860.291.8777  
Toll-free: 800.834.2596  
Fax: 860.610.0177



Please see our [staff directory](#) to contact specific people.

You may also reach us by filling out a contact form:

- [General Inquiries](#)
- [New Property Management Inquiry](#)
- [Resale Certificate Requests](#)
- [Maintenance Request](#)

**OLD SAYBROOK**  
263 Main Street, Suite 105  
P.O. Box 618  
Old Saybrook, CT 06475  
Phone: 860.291.8777  
Toll-free: 800.834.2596  
Fax: 860.399.4091

Property Manager: Barbara Hines

Onsite Supervisor: Luis Colon 860-810-1942

**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
**Committees of the Board**

**Buildings and Grounds Committee** – The Buildings and Grounds Committee is responsible for review of vendor contracts and presenting the analysis to the Board of Directors. The Committee should establish a timeline and work to assist the Board in getting quotes for operating projects and operating vendors.

**Bylaws Committee** – The Bylaws Committee is responsible for review and modification of the Association's bylaws and the Resident Guide. Many things need to be updated in these documents as times change, people change and new needs arise. Both of these documents are necessary to help the Association govern, maintain the quality of life in our community and communicate policies, procedures, rules and fines.

**Finance Committee** – The Finance Committee helps to prepare the annual budget, review large contracts and proposals and review internal monthly financial reports.

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Guidelines For Resident Gardening**

All gardening is to be done in beds contiguous to the residential buildings and garages, except that there will be no gardening at the front of the buildings or along the west side of 869 Farmington Avenue. The exceptions to this guideline would be:

1. The rock garden on the east side of the driveway to Farmington Avenue;
2. The “island” adjacent to reserved parking at the south end of the complex;
3. The areas in front of the fence surrounding reserved and guest parking at the south end of the complex;
4. The area in front of the Bishop fence in the reserved parking area north of the east side garages.
5. The garden that runs behind the garages and also behind Building 30.

Residents garden at their own risk. Residents will assume all costs incurred in their gardening (tools, plant materials, materials to amend soil, etc.).

Water and hoses are available for general use. Please keep hoses coiled and out of the way of foot traffic when not in use.

Gardeners must commit to a well-maintained plot. This includes watering and weeding on a regular basis. If a gardener is unable to care for the plot, arrangements should be made for someone else to care for the plot.

Anyone wishing to plant a tree or shrub or make any permanent addition to the grounds must seek approval of the Buildings & Grounds Committee. Any trellises used should be uniform in size and material. Check with the Committee before purchasing. If approval is denied by the Committee, the individual may present his case to the Board. **March 2007.**

Plots will be edged by the Committee. There should be no fencing or artificial edging of individual plots. Ornamentation (flamingoes, globes, gnomes, bird baths, etc.) should be kept to a minimum — no more than two to a plot, none of which should make any noise. **March 2007.**

No garden shall be expanded without prior approval of the Buildings & Grounds Committee. **June 2009.**

Be considerate of neighboring plots by avoiding shading an adjacent plot with tall plants or using invasive plants that will spread into another gardening area. Do not pick another’s flowers without permission.

We encourage all gardeners to consider alternatives to the use of chemical pesticides and herbicides.

After frost in the Fall, each gardener must clear his plot of all dead plants, stakes, fixtures, and all inorganic materials.

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

**Maintenance Policy: 20 & 30 Outlook Avenue & 869 Farm. Avenue**

### **Obtaining Maintenance or Repair Services —**

To obtain these services, you must contact the Property Management Company. Their telephone and other contact information are listed on Page 9 of the Resident Guide. The Management Company will determine if the required maintenance or repair is the Association's responsibility. If it is, they will proceed with the work or obtain the Board's approval to do so.

The following narrative is provided to assist unit owners in understanding the maintenance and repair responsibilities of the Association and those of the Unit Owner. Unit Owners should review Articles I, IV, and VI of the Westbury Declaration. The policies which follow are based upon these Articles.

This policy is directly related to whether the particular item to be maintained and/or repaired is defined as: (1) a Common Element; (2) a Limited Common Element or a Limited Common Element assigned to that Unit; or, (3) a Unit.

### **COMMON ELEMENTS**

Common Elements are all portions of the Common Interest Community (The Westbury) other than the Units. The maintenance, repair and replacement of Common Elements is the responsibility of the Association. The Association is responsible for the repair, maintenance, and replacement of all items outside of the Units. Among the items for which the Association is responsible are the grounds, lawns and landscaping, paved areas, sidewalks, steps, exterior lighting, exterior brickwork, roofs, exterior doors, common entry areas including doors to common areas, stairwells, hallways, laundry rooms, basement areas that are common, toilets in common areas, common lighting, trash chutes, elevators, boiler rooms, common heating systems, hot water heaters in the boiler rooms, etc.

Residents are prohibited from making any alterations or additions to a Common Element, with the exception of holiday decorations. No sheets, blankets, laundry or bedding; no signage, awning, canopy or shutter is to be displayed in or outside a Common Element. Further prohibited are roof-top antennas and satellite dishes.

### **LIMITED COMMON ELEMENTS**

Limited Common Elements are defined as portions of the Common Elements allocated by the Declaration or by Subsection (20) or (4) of Section 47-221 of the Act (Common Interest Ownership Act) for the exclusive use of one or more but fewer than all of the Units. Included as Limited Common Elements that serve one Unit are basement Storage Areas assigned to each Unit; also, portions of the cold and hot water piping as well as drains that serve only one unit. Further, electrical wires, conduits and zone valves that serve only one Unit are examples of Limited Common Elements. The maintenance, repair, and replacement of Limited Common Elements serving only one Unit is the responsibility of that Unit Owner. Thus, if a water line serves only one Unit, it is the responsibility of that Unit Owner. The same policy applies to drains and conduits, zone valves or wires. Any portion of these pipes, drains, wires, conduits, zone valves that serve only one Unit is that Unit Owner's responsibility.

This policy applies whether or not the pipe, conduit, zone valve or wire is located in the Unit or within the Unit's perimeter walls or outside of the Unit.

## **RESIDENT UNITS**

In general, the walls, floors, windows, exterior doors from the Unit into common areas and ceilings are the boundaries of a Residential Unit. More specifically, all lath, furring, wall- board, plasterboard, plaster, paneling tiles, wallpaper, paint, finished flooring and any other materials constituting any part of the finished surfaces thereof are part of the Unit, and all other portions of the walls, floors, windows, exterior doors and ceilings are part of the Common Elements.

Thus, the Unit Owner is responsible for the maintenance, repair, and replacement of all finished surfaces within his or her Unit, unless damage was caused by the Association's or another Unit Owner's failure to maintain a Common Element or a Unit. Any space heating apparatus within the Unit is the responsibility of that Unit Owner. All electrical switches, fuses, circuit breakers, zone valves, television, telephone and light switches serving one Unit are the Unit Owner's responsibility.

The Unit Owner is responsible for the maintenance, repair, and replacement of the latch, lock, etc. in the door from his or her Unit into the common hall, as well as the hinges, etc. on that door.

The Association will be responsible for painting the exterior (hallway) side of that door, except where damage to that door surface occurs due to the Unit Owner's or Resident's negligence. This same policy will apply to the exterior surfaces (outside) window surfaces. Any maintenance of the exterior surfaces of windows such as glass, window frames, muntins, caulking, etc. will be the responsibility of the Association, except where such maintenance, repair, etc. is required due to negligence. Window operating mechanisms will be the responsibility of the Unit Owner.

## **REPAIRS RESULTING FROM NEGLIGENCE**

If the Association fails to maintain, repair or replace Common Elements and there is damage to Units, then the Association is responsible for repairing the damage. Similarly, if the Unit Owner fails to maintain, repair or replace portions of his or her Unit and damage occurs as a result, then the Unit Owner shall reimburse the Association for correcting the damage in any other Unit or Common Elements.

## **AIR CONDITIONING**

The Association will maintain, repair, and replace the air conditioning apparatus serving each Unit, except the thermostats or other devices located within the Unit. The Association will change filters, etc. but will not clean nor repair duct work, louvers, etc. located within each unit.



# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Maintenance Policy: 44 Outlook Avenue**

#### **Obtaining Maintenance or Repair Services —**

To obtain these services, you must contact the Property Management Company. Their telephone and other contact information are listed on Page 9 of the Resident Guide. The Management Company will determine if the required maintenance or repair is the Association's responsibility. If it is, they will proceed with the work or obtain the Board's approval to do so.

The following narrative is provided to assist unit owners in understanding the maintenance and repair responsibilities of the Association and those of the Unit Owner of 44 Outlook Avenue. This is a unique unit, and subject to special restrictions. The restrictions apply primarily to replacements or reserve fund expenses.

#### **COMMON ELEMENTS**

The Association will repair and maintain but NOT REPLACE the roof, gutters and down-spouts, exterior brick work, exterior wood trim, doors and windows, lighting, paved areas, lawn and landscape elements, steps, stoops, etc. Maintenance and repair of these areas will be consistent with such services provided to the three major residential buildings with regard to frequency, scope and quality but NO REPLACEMENT of any Common Elements will be made by the Association.

#### **LIMITED COMMON ELEMENTS**

All Limited Common Elements are to be maintained, repaired or replaced by the Owner of No. 44 Outlook Avenue. The Association will maintain, repair and replace the water line (MDC water line) from the curb box (the point at which the MDC responsibility ends) to the water meter in the Unit at 44 Outlook Avenue.

#### **UNIT**

The Unit Owner of No. 44 Outlook Avenue is responsible for the maintenance, repair and replacement of all portions of this Unit including heating, cooling apparatus, electrical systems, plumbing and drainage systems and components.

#### **REPAIRS RESULTING FROM NEGLIGENCE**

If the Association fails to maintain or repair any element for which it is responsible and damage to the Unit results, the Association will repair the damage. Similarly, if the Unit Owner fails to maintain, repair or replace portions of the Unit, then the Unit Owner shall reimburse the Association for correcting the damage.

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

**Maintenance Policy: 44 Outlook Avenue**

**INSURANCE/INSURED LOSSES** – The Association has insurance coverage which covers damage occurring as a result of an insured peril. This insurance coverage applies to the entire property, including the Unit at 44 Outlook Avenue. **Any and all claims of damage must be submitted to the Association immediately following their occurrence.**



**APPROVED**

**The Westbury Condominiums Association, Inc.**

Revision: May 8, 2017  
First Printing: March 2016

**Guidelines for Owners and Tenants**

**MOVING IN & OUT**

**Westbury would like to inform you of some important information that we hope will make your move a smooth one. Questions should be directed to the Property Manager for Westbury at White & Katzman: 860-610-0160.**

1. Contact the Property Manager for a move-in, move-out reservation date TWO (2) WEEKS and no later than ten (10) business days IN ADVANCE of the move.
2. At least two weeks but no later than ten (10) business days before the move, the Owner must write a \$500 deposit check, payable to The Westbury Condominiums Association, and mailed to White & Katzman, ATTN: Barbara Hines, 111 Roberts Street, Suite G1, East Hartford, CT 06108.
3. All moves are to be done between the hours of 8:00 AM and 8:00 PM Monday through Saturday. No moves are permitted on Sundays or on Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas or New Year's Day. If a move-in or move-out occurs on a Saturday, Westbury's on-site superintendent will do a pre-check on the Friday before a move-in or out, and a follow-up inspection of the common areas on the following Monday.
4. All moves are to be made through the rear entry of each building, and no items are permitted to be moved through the front lobby of any building, unless prior permission is obtained in writing from the Property Manager.
5. The Owner or Tenant must notify the moving company or mover IN ADVANCE that ELEVATORS ARE NOT TO BE USED under any circumstances due to limited weight restrictions.
6. Moving trucks must park where instructed by the Property Manager or his Designee who will be present at Westbury on the day of the move.
7. There is to be no obstruction of parking spaces, fire lanes or access to resident garages by any vehicle.
8. Each vehicle used in the move must display on the driver's side window, the unit owner's or tenant's name, building number, unit number and telephone where the owner or tenant can be contacted.
9. For security reasons, building doors that are open must be continuously supervised by the owner, the tenant or an individual designated and familiar with the move.
10. All litter and debris created during a move or delivery must be removed. Packing boxes and cartons must be broken down and placed in the large blue recycling dumpster. They are not to be placed in the brown dumpster. Styrofoam materials are not recyclable and should be disposed of in the brown dumpster.

-----  
**Please note that the guidelines above are not meant to take the place of rules for moving in and out, originally approved by the Board of Directors on February 16, 2016. A revised form of the Rules for Moves will be posted to Westbury's web site, [www.westburycondo.com](http://www.westburycondo.com), in the ensuing weeks and a hard copy form can be obtained upon request to the Property Manager. Both owners and tenants are expected to comply with these rules.**

**Revised at the May 8, 2017 Board of Directors' Meeting**

**Rules for Moving In and Out**

**The following rules apply to Owners and Tenants.** The Association reserves the right to impose a fine when the moving rules have not been respected. Emergency situations (acts of God, etc.) will be dealt with on a case-by-case basis. The Owner shall be required to complete and sign the Move-in, Move-out Agreement following these rules, acknowledging and agreeing to abide by them.

**REVISED**

1:13 am, Aug 18, 2017

**1. Owner and Tenant Information and Responsibilities**

- At least two weeks but no later than ten (10) business days before the move, the Owner must write a \$500.00 deposit check, payable to The Westbury Condominiums Association.
  - The deposit, intended to cover any potential damage to the common areas, along with the completed Move-in, Move-out Agreement should be placed in the Association mailbox in the lobby of 20 Outlook Avenue. The deposit check will be cashed immediately upon receipt by the Association Accountant.
  - A move-in, move-out reservation date must be made with the Property Manager TWO WEEKS and no later than ten (10) business days in advance of the move. (See Schedule A following these Rules for Property Manager contact Information.)
  - Moves will be scheduled on Mondays through Fridays between the hours of 8:00 AM and 8:00 PM by the Property Manager.
  - Moves requested and scheduled for Saturdays will incur a fee for move supervision, payable by the Owner or Tenant moving.
  - NO MOVES WILL BE PERMITTED ON SUNDAYS or the following legal holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas or New Year's Day.
  - All move date reservations will be assigned on a first-come, first-served basis.
  - Owners or tenants moving are responsible for instructing moving-van personnel to keep all interior common areas clear of their equipment or materials. Resident access should not be impeded by move-in, move-out activity.
  - Owners and tenants moving are responsible for removing all litter and debris created during a move; i.e., packing boxes and cartons must be broken down and placed in the large blue recycling dumpster. Note: Styrofoam packaging materials are not recyclable, and should be disposed of in the brown dumpster.
- Vehicles Associated with Moves**
- Moving trucks, vans, etc. must park as instructed by the Property Manager or his Designee who will be present at Westbury on the day of the move.
  - Questions about parking should be referred to the Property Manager or his Designee prior to the move.
  - Garage owners will be notified of the move in advance by the Property Manager or his Designee to move their cars so that access to their garages will not be impeded by a moving truck, van, etc.

**1. Owner/Tenant Information and Responsibilities (cont'd.)**

**Entrances, Building doors, Stairwells, Elevators, Security, Access in Common Areas**

- All moves in and out are to be made through the rear entry of the Owner's or tenant's building.
- No items are permitted to be moved through the front lobby of any Westbury building unless prior permission is obtained in writing from the Property Manager.
- Building doors that are open must be continuously supervised by the Owner or Tenant or an individual designated and familiar with the move.
- Elevators are not to be used for moving under any circumstances, as they have limited weight restrictions.

**2. Property Manager Information and Responsibilities**

- Upon receipt of the \$500.00 deposit check and the completed Move-in, Move-out Agreement, the Property Manager shall contact the Owner or tenant who is moving to confirm a date and time of the move, provide a map of the designated route from the van or truck to the unit, and provide parking information for the van or truck.
- Garage owners will be notified of the Move in advance by the Property Manager or his Designee to move their cars so that access to their garages will not be impeded a van, truck, etc.
- On the day of the Move, the Property Manager or his Designee shall determine where the van is parked, as previously instructed.
- Upon completion of the Move, when it has been determined by the Property Manager or his Designee that no damage has occurred to the common areas, the \$500 Deposit will be returned to the Owner within ten (10) days.
- If damage has occurred to the common areas, the Deposit will be used by the Property Manager to hire a contractor of the Association's choice to remedy the damage. If damages exceed \$500, the Owner will be billed for any additional costs.

**SEE FOLLOWING PAGES FOR MOVE-IN, MOVE-OUT AGREEMENT FORM AND SCHEDULE A**

# Westbury Condominiums Association, Inc.

## Move In - Out Checklist

*We know moving day can be stressful, so we prepared this checklist to help you navigate our community*



### Contact White & Katzman!!!

Contact the Property Manager, at least **2 weeks in advance** but no later than **10 business days in advance** of your scheduled move date. Contact information: White & Katzman phone: 860-610-0160.

A copy of the Move In-Out Agreement is attached to this checklist.

A check in the amount of \$500 must be made payable to The Westbury Condominiums Association, Inc. The deposit check should be mailed to:

*White & Katzman  
ATTN: Barbara Hines  
111 Roberts Street, Suite G1  
East Hartford, CT 06108*

Please include a copy of your completed Owner Move In/ Move Out Agreement. White & Katzman will confirm your move in date and schedule your move in/out on Monday through Friday between the hours of 8 a.m. and 8 p.m. If you need a move in/out on a Saturday then you will incur a fee for move supervision . No moves on Sundays or holidays!

All moves must occur through the rear entrances. **NEVER USE THE FRONT DOORS OR THE ELEVATORS!** The front lobby area is for quiet enjoyment and must remain neat and free of any clutter for safety reasons. The elevators have weight limits and can be damaged easily. Elevators are expensive to maintain and fix!!!

**You must be sure that all rules are communicated to the moving company.** You are responsible for their conduct. Provide a map of the property, plot the route to/from the rear entrance of the building to the parking lot. We have maps of the property online or Brian can supply you with one. If you need to prop a door open, someone must remain with the open door at all times. Be sure all inside and outside areas are free of any litter after the move in or out.

Want more information? Visit us on the web and review The Resident Guide pages 16-21

***Make your move a smooth one!***

**[www.westburycondo.com](http://www.westburycondo.com)**

**OWNER MOVE-IN / MOVE-OUT AGREEMENT**

( See Schedule A following this Agreement for Property Manager contact information )

This Agreement refers to a Move into or out of the building, and for a move from one Unit to another within the buildings.

1. I, \_\_\_\_\_ of Building \_\_\_\_\_, Unit No. \_\_\_\_\_ have  
( Name of Owner )

scheduled a move-In or move-out date. I understand that a deposit of \$500.00 will be charged for each move-in or move-out (attach deposit to this application). The deposit will be cashed immediately.

\_\_\_\_\_  
Date of Notice of Move

\_\_\_\_\_  
Date Scheduled for Move In or Move Out (Circle one)

\_\_\_\_\_  
Estimated time of van or truck arrival

2. I understand that a deposit check must be received by the Association Accountant within TWO WEEKS or no later than ten (10) business days in advance of the move. A check for \$500.00 made payable to The Westbury Condominiums Association must accompany this form for each move-in, move-out. I understand that move-In, move-out reservations will be scheduled on a first-come, first-served basis. WHEN THE MOVE IS COMPLETE, I WILL ACCOMPANY THE PROPERTY MANAGER OR HIS DESIGNEE FOR AN INSPECTION OF THE COMMON AREAS. I understand that if no damage has occurred in the common areas during the move, the \$500.00 deposit will be returned to me within ten (10) days.

**ALL MOVES ARE SUBJECT TO THE FOLLOWING CONDITIONS**

3. a.) Moves may be scheduled Monday through Friday between 8:00 AM and 8:00 PM.

Moves requested and scheduled for Saturdays will incur a fee for supervision, payable

by the Unit Owner. NO MOVES WILL BE PERMITTED ON SUNDAYS OR the following legal holidays:

Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas, or New Year's Day.

3. b.) I understand that moving trucks must park to the rear of the buildings where instructed by the Property Manager or his Designee who will be present at Westbury on the day of the move. Any questions concerning parking should be referred to the Property Manager or his Designee in advance of the move. Garage owners will be notified in advance by the Designee to move their cars so that access to their garages will not be impeded by a moving van.

3. c.) I UNDERSTAND THAT ALL MOVES ARE TO BE MADE THROUGH THE REAR ENTRY. NO ITEMS ARE PERMITTED TO BE MOVED THROUGH THE FRONT LOBBY UNLESS PRIOR PERMISSION IS OBTAINED IN WRITING FROM THE PROPERTY MANAGER. ELEVATORS ARE NOT TO BE USED FOR MOVING UNDER ANY CIRCUMSTANCES.

4. I understand that it is my responsibility to assure that the moving company arrives early enough and commits to having adequate manpower and equipment to complete the move within the 8:00 AM to 8:00 PM time limitation. Furthermore, it is my responsibility to be sure that the moving company is aware of the rules that govern Westbury.

5. (a) PRIOR TO THE MOVE, I have a right to inspect the common areas involved with my Move with the Property Manager or his Designee. Any pre-existing damage shall be documented at the time of this inspection,  
and I shall be held harmless from any pre-existing documented damage.

Damage Inspection PRIOR TO the Move: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. (b) AFTER THE MOVE, I have a right to inspect the common areas involved in my move with the Property Manager or his Designee. IF, AFTER THE MOVE, IT IS DETERMINED THAT DAMAGE HAS OCCURRED, IT SHALL BECOME MY RESPONSIBILITY TO COVER THE COST OF REPAIRING THE DAMAGE. The \$500.00 deposit



will be used to cover any damage. If additional monies are needed to cover the cost of repair by a contractor of the Association's choice, I UNDERSTAND THAT I WILL BE BILLED FOR THE ADDITIONAL COSTS.

Damage Inspection AFTER the Move: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Special circumstances will be considered by the Property Manager.

7. I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE GUIDELINES DELINEATED ABOVE.

\_\_\_\_\_  
Signature of Owner / Owner Designee      Date      Building / Unit No.      Telephone No. (s)

E-mail address: \_\_\_\_\_

Forwarding address: \_\_\_\_\_

PRINT below name of Moving Company, Representative's name, Location, and Telephone:

\_\_\_\_\_  
(If additional space is needed to furnish information, please use the reverse side of this form.)

**SCHEDULE A FOLLOWS THIS PAGE FOR PROPERTY MANAGER CONTACT DATA**

-----  
**This Space for Office Use Only**

OwnerMovesAgreementFormFebruary2016

**DATE OF MOVE ASSIGNED:** \_\_\_\_\_

(Property Manager to contact Owner or Owner Designee AND Superintendent regarding this date.)

Receipt of \$500 Deposit: \_\_\_\_\_ Check number: \_\_\_\_\_

Property Manager's Signature after Inspection with Owner: \_\_\_\_\_

Return of Deposit if no Damage: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

**SCHEDULE A**

**Owner's Reference Page**

**PLEASE DETATCH THIS PAGE AND KEEP FOR FUTURE REFERENCE**

**PROPERTY MANAGER CONTACT INFORMATION**

**(Send Move In - Out Agreement and Check)**

**White & Katzman Property Services**

**ATTN: Barbara Hines**

**111 Roberts Street, Suite G1**

**East Hartford, CT 06108**

**Telephone: 860-610-0160**

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Rules Regarding Painting of Windows**

The following rules were adopted by the Board of Directors after the installation of the Graham windows in early 2007:

1. Painting the exterior surface of any window by a Unit Owner is prohibited as the window exteriors are Common Elements. Our Declaration, Article 4, Section 4.3 Boundaries, states that “All lath, furring, wallboard, paint, finished flooring and any other materials constituting and part of the finished surfaces thereof are a part of the Unit, and all other portions of the walls, floors, windows, exterior doors and ceilings are a part of the Common Elements.”
2. **THE BOARD STRONGLY DISCOURAGES PAINTING OF THE INTERIOR FRAME SURFACES OF THE WINDOWS** Although the interior of a Unit is the responsibility of the Unit Owner, any Resident who paints the interior frame surface of any window thereby agrees and accepts full responsibility for the cost to repair any damage to the window caused by such painting, including, but not limited to the operating mechanisms (such as the latch mechanism, cranks, tracks, etc.), seals, or gaskets.
3. Any future problems with window seals, gaskets, or the ability to tightly close and seal any window which has been painted by a Resident will be the responsibility of the Unit Owner as these surfaces are damaged by paint.
4. Any failure of the ‘seal’ between the two layers of glass on a window which has been painted by a Resident will be the Unit Owner’s responsibility to replace. The Association will require that windows with ‘seal failure’ be promptly replaced at the Unit Owner’s expense.
5. Any purchaser of a Unit which has had the interior frame of a window painted will be responsible for the repairs listed above.
6. Any malfunction of a window (a) which has not been painted on the interior and (b) which malfunction is not otherwise caused by a Resident’s improper treatment of the window, will be repaired at the Association’s expense.
- 7. A copy of these Rules shall be included in all Resale packages provided to buyers of Units in the Association.**

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Parking Policy**

#### **Overview**

The goal is to create a Parking program manageable and fair to all. This Policy will be in addition to the Parking rules contained in The Westbury Condominium documents. The current monthly rental fee is \$45 per month.

#### **Parking Policy**

Owners may rent available spaces on a month-to-month basis. Parking spaces are only for the use of Westbury owners, their tenants and their visitors. Owners are responsible for the behavior of their tenants and guests as under the Rules of The Westbury documents. A refundable deposit of \$50 shall be required to cover any damage to the space that has not been remediated by the renter. The Property Manager will inspect the parking space at termination for release of the refundable deposit.

Rented parking spaces are non-transferable. Please reference the month-to-month Parking Rental Agreement for additional information.

In order to secure an assigned month-to-month parking space, you must complete a Parking Rental Agreement form. Parking Rental Agreements can be obtained from the Property Manager. The Property Manager will assign a space based on availability. Completed Parking Rental Agreements with the deposit must be sent to the Property Manager (White & Katzman, ATTN: Barbara Hines, 111 Roberts Street, Suite G1, East Hartford, CT 06108.)

#### **Visitor Parking**

There is no on-site parking. Visitors may park overnight on Outlook and Farmington Avenues, with permission granted by the West Hartford Police. Call the West Hartford Police at 860/ 523-5203 in advance to obtain permission.

Use of Reserved Parking Spaces during weekdays, daytime hours by vendors, delivery persons and guests between the hours of 8 a.m. and 4 p.m. Such users may park in any available Reserved Space for NO MORE THAN FOUR HOURS, provided that these users leave their contact information (Name, Phone Number(s) and Address and Number of the Unit they are visiting on paper on the dashboard driver's side of their vehicle.) Failure to leave contact information or any other improper use of Reserved Spaces may result in towing of the vehicle(s) without further notice and at the vehicle owner's expense.

#### **Reserved Space Users —**

Users of these spaces have an assigned space, and pay a monthly rental fee for their exclusive use of the assigned or reserved space. The Board can identify and contact these users because they should have completed their Contact Information data sheet when they entered into the Rental Agreement for their reserved parking space.

Incidental users include those residents who need a parking space for a few days; those guests of residents; service providers and workmen; delivery persons, etc., or anyone parking a vehicle in an unreserved parking space. The Board needs to be able to contact such persons in order to have them move their vehicle, primarily for snow-removal operations in addition to parking area maintenance, tree removal, etc.

Because the Board does not know who these people are nor how to contact them, the easiest and most direct way to obtain their contact information is to require anyone who parks a vehicle in an unassigned, unreserved parking space to write a contact phone number (cell phone or other phone number) on paper and place it on the dashboard driver's side of the vehicle.

November 2013

TO: Westbury Condominium Unit Owners

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Attached is a Revision to the Parking Space Rental Agreement Information Form distributed to Westbury Unit Owners in May 2013.

This revision is an updated version of the earlier page identified as:  
—Parking Space Rental Agreement—  
Information Form

The attached form to replace it is titled:

Month-to-Month  
—Parking Rental Agreement—

This is a two-sided form that was approved by the Board of Directors, and has been in use since October 2013.

---

PLEASE INCLUDE THIS AGREEMENT FORM WITH YOUR COPY OF THE RESIDENT GUIDE.

**SPECIAL NOTE:** Non-Resident Unit Owners are responsible for assuring that their tenant(s) receive(s) this Revised Agreement or a copy thereof.

The Board of Directors

**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
**Parking Policy (Con't)**

**THE WESTBURY CONDOMINIUM ASSOCIATION, INC.**

**MONTH-TO-MONTH**

**—PARKING RENTAL AGREEMENT—**

The Westbury Condominium Association, Inc. ("Lessor") and \_\_\_\_\_  
("Lessee") agree to the following conditions for the right to use Parking Space # \_\_\_\_\_:

1. Monthly rent in the amount of \$ \_\_\_\_\_ will be due and payable along with the monthly condominium fees. Rent for the month of \_\_\_\_\_ (year) shall be \$ \_\_\_\_\_;
2. A refundable deposit of \$ \_\_\_\_\_ shall be required to cover any damage to the space that has not been remediated prior to termination of Agreement;
3. The Lessor of the above parking space shall not be liable for any damages or theft of property from said parking space;
4. The above parking space is non-transferable. It may not be rented to any other party other than an owner of The Westbury;
5. The Lessee of the above space is bound by the parking rules stated in The Westbury Condominium Association documents, including subsequent amendments;
6. The vehicle to be parked in said parking space shall have current registration and insurance as verified by the Lessee;

VERIFIED \_\_\_\_\_ DATE \_\_\_\_\_

7. The Lessee is responsible for any damage to property. There shall be no oil changes or engine work performed in said parking spaces. Emergency car work for tire change or battery charge will be permitted;

8. This Agreement shall remain in effect until either party gives written notice of termination, at least 30 days in advance of the end of the month;

9. The Lessee hereby attests that the renter of this space has a current legal mailing address at The Westbury and/or has a legal car license address at The Westbury.

VERIFIED \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE COMPLETE THE INFORMATION FOUND ON THE REVERSE SIDE OF THIS PAGE.

# The Westbury Condominiums Association, Inc.

## Resident Guide Parking Policy (Con't)

### COMPLIANCE AGREEMENT

Outside parking spaces are assigned to **USERS** who have **FREQUENT, IF NOT DAILY**, need to park a car on The Westbury premises. Users whose cars are assigned to these spaces must be aware that their Parking Space Agreement **TERMINATES** when they no longer occupy the space on a frequent, if not daily, basis.

**THE USER WHO KNOWS IN ADVANCE OF AN EXTENDED ABSENCE** (ten days or two or more weeks) is obligated to inform the Board representative, the on-site Superintendent and/or the Manager to ensure that he or she intends to occupy the space upon return.

Non-Compliance with the above regulation will **FORFEIT** the user's parking space agreement on file, and the space will be made available to the next requester.

**ACKNOWLEDGMENT:** \_\_\_\_\_ I/We agree to comply with the above statements as part of the process to secure and maintain an outside parking space.

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**UNIT OWNER NAME** \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

**SPACE RENTER NAME** \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

**SPACE RENTER NAME** \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

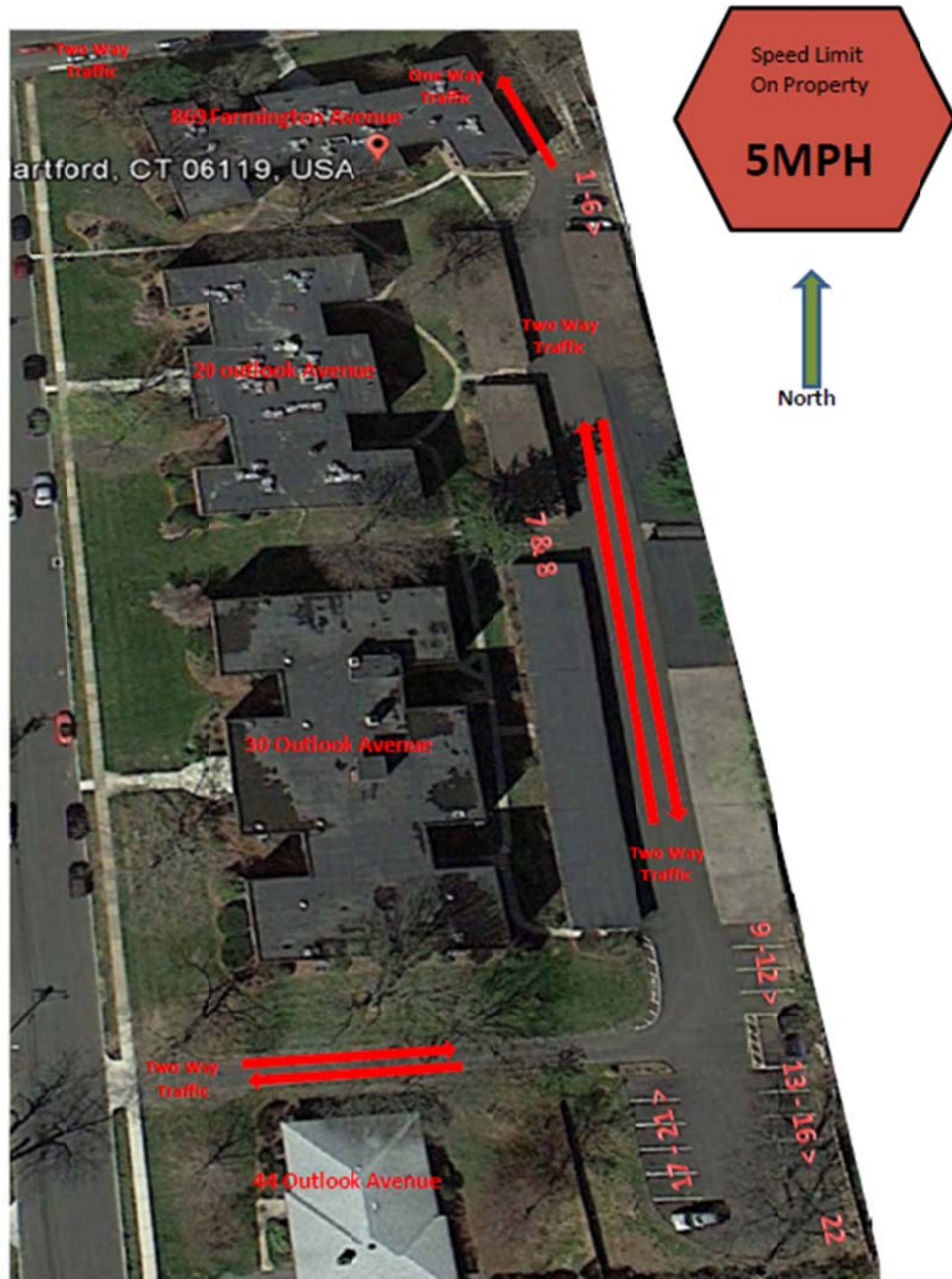
Car Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Plate Number \_\_\_\_\_ State \_\_\_\_\_ Color \_\_\_\_\_

-----  
This Agreement in use as of October 2013



**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
**Community Map & Parking Map**



**The Westbury Condominiums Association, Inc.**  
**Resident Guide**  
**Resales**

Please refer to the Town of West Hartford website for a complete list of real estate transactions at The Westbury.

Website: [www.westhartfordct.gov](http://www.westhartfordct.gov)

Select “Town Services” from the drop-down menu

Select “Records” from the options

Select “Property Records” from the available options

Select “Enter Online Database”

Enter the location of interest in the search box

*Locations at The Westbury include:*

*20 Outlook Avenue*

*30 Outlook Avenue*

*44 Outlook Avenue*

*869 Farmington Avenue*

# Westbury Condominiums Association, Inc.

## Renovations & Home Improvement Projects Checklist

*We know renovations & home improvement projects can be stressful, so we prepared this checklist to help ensure success...*



### Contact White & Katzman!!!

Contact White & Katzman at least **30 days in advance** of the start of your home improvement project. Their contact information: office phone: 860-610-0160.

They will give you a Project Agreement Form (A attached) which must be completed by you and returned to W&K.

A check in the amount of \$500 must be made payable to The Westbury Condominiums Association, Inc. The deposit check should be mailed to:

*White & Katzman  
ATTN: Barbara Hines  
111 Roberts Street, Suite G1  
East Hartford, CT 06108*

...Please include a copy of your completed Project Agreement Form.



### Send a deposit check.



### Confirm your project date.

White & Katzman will submit your Project Agreement Form and all associated paperwork to the Board of Directors and, upon acceptance by the Board, will send you confirmation of acceptance of your project and the start date of your project.



### Off-limit areas...

All project activity must occur through the rear entrances. **NEVER USE THE FRONT DOORS OR THE ELEVATORS!** The front lobby area is for quiet enjoyment and must remain neat and free of any clutter for safety reasons. The elevators have weight limits and can be damaged easily. Elevators are expensive to maintain and fix!!!



### You need to manage your contractors!

**You must be sure that all rules are communicated to your contractors.** You are responsible for their conduct. Provide a map of the property, plot the route to/from the rear entrance of the building to the parking lot. We have maps of the property online or White & Katzman can supply you with one. Someone must remain with open exterior doors at all times. Be sure all inside and outside areas are free of any litter after the move in or out. **No work is to occur before 8 a.m. or after 8 p.m. No work on Sundays or any holiday.**

Want more information? Visit us on the web and review The Resident Guide pages 32-34

***Make your improvement project a smooth one!***

[www.westburycondo.com](http://www.westburycondo.com)

### **Rules for Home Improvement Projects**

The following rules apply to a Unit Owner who intends to upgrade a room or portion of the interior of his or her unit, with or without the assistance of an outside contractor. Please refer to The Westbury Declaration, Article XIII (13), Section 13.1 for further information. The Association reserves the right to impose a fine when home improvement project rules have not been respected.

#### **1. Owner Responsibilities and Information**

- AT LEAST THIRTY (30) DAYS IN ADVANCE OF THE START OF THE HOME IMPROVEMENT, the Unit Owner must obtain a Project Agreement form from the Property Manager (**See Schedule A, last page of these Rules for Property Manager contact information**).
- The Unit Owner must complete the form and mail it to the Property Manager.
- Upon written approval of the project by the Board, the Owner shall submit a \$500.00 deposit check, payable to The Westbury Condominiums Association, and mail it to White & Katzman, ATTN: Barbara Hines, 111 Roberts Street, Suite G1, East Hartford, CT 06108 \_\_\_\_\_
- The deposit will be cashed immediately upon receipt by the Association Accountant. If damage occurs to the common areas as a result of the project, the deposit will be used to remediate damage.

#### **Prior to and During a Home Improvement Project**

- If the Unit Owner hires outside contractor(s), he or she must ensure that all contractors furnish their CT license numbers and evidence of insurance.
- It is the Unit Owner's responsibility to inform the contractor that working hours are between 8:00 AM and 8:00 PM. No work is to take place on Sundays or the following legal holidays: Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas or New Year's Day.
- Equipment as well as materials and supplies must be brought into the building via the REAR DOOR ENTRANCE. NO EQUIPMENT IS TO BE BROUGHT IN OR THROUGH THE FRONT LOBBY UNLESS PRIOR PERMISSION IS OBTAINED IN WRITING from the Property Manager.
- Contractors are not to leave rear stairwell doors open, unless the Unit Owner or an individual designated and familiar with the project is present to provide assistance and monitor activity at the stairwell door.
- If the Unit Owner performs his or her own improvement, the above working hours, Sundays, and holidays are to be observed **when equipment is being operated**. The procedures for bringing in equipment, materials and supplies via rear entry building doors are also to be observed by Unit Owners undertaking their own home improvement project.
- Any necessary change or revision to the project as approved must be brought to the Property Manager's attention who will refer it to the Board.

#### **Outside Contractor/Supplier Parking, Vehicle Notice, Clean-up, Litter/Debris Removal**

- The Unit Owner must inform the contractor that parking of his vehicle should be on Farmington or Outlook Avenue. If parking is necessary in the rear of the building, advance written notice must be obtained from the Property Manager or his Designee.

**Outside Contractor/Supplier Parking, Vehicle Notice, Clean-up, Litter/Debris Removal (cont'd.)**

- **The contractor or supplier is required to display in the driver's side window, information including a Cell phone number as well as the building and unit number where the work is being done.**
- The Unit Owner must advise the contractor or supplier to use caution when moving or transporting equipment and supplies throughout the interior common areas of the building, allowing for enough space to "clear" doors and frames, windows, painted surfaces and furnishings.
- All interior common areas are to be kept clear of equipment and materials.
- All litter and debris MUST BE removed and transported OFF SITE at the end of each work day.
- **CONTRACTORS ARE NOT PERMITTED TO USE EITHER THE BLUE RECYCLING DUMPSTER OR BROWN DUMPSTER BEHIND BUILDING 30.**
- The Unit Owner must inform the contractor or supplier that **ELEVATORS ARE NOT TO BE USED** FOR TRANSPORTING EQUIPMENT, MATERIALS AND SUPPLIES TO AN OWNER'S UNIT. WESTBURY ELEVATORS HAVE LIMITED WEIGHT RESTRICTIONS.
- The Unit Owner must inform the Property Manager when the project has been completed.

**2. Property Manager Responsibilities**

- The Property Manager shall send the Project Agreement form to the Unit Owner upon request.
- Upon receipt of the completed form, the Property Manager shall inspect and ensure that licensing and insurance information provided by the contractor(s) is/are accurate and current.
- The Property Manager shall forward the Agreement form to the Westbury Board for consideration.
- The completed and approved Agreement form shall be filed in The Westbury Association office.
- The Property Manager will advise/inform the Board of any necessary changes or revisions to the project during the renovation process.
- Upon completion of the project, the Property Manager along with the Board will determine remediation if any damage to the interior common areas has occurred.
- If damage has occurred, the Board and the Property Manager will see that the Unit Owner is held responsible for any costs exceeding the \$500.00 deposit.
- If no damage has occurred, the \$500.00 deposit will be returned to the Unit Owner within ten (10) days.

**3. Westbury Board Responsibilities**

- Upon receipt of the Project Agreement form from the Property Manager, the Board will send a written response to the Unit Owner within fifteen (15) days, indicating approval or denial of the project.
- The Board and the Property Manager will inspect the interior common areas upon completion of the project.

**SCHEDULE A**  
Owner's Reference Page

**PLEASE DETATCH THIS PAGE & KEEP FOR FUTURE REFERENCE**

**PROPERTY MANAGER CONTACT INFORMATION**

**Property Manager: White & Katzman**

Westbury Condominiums Association  
**Telephone: 860-610-0160**  
**FAX: 860-610-0177**

**Mailing Address:**  
**(Include Attn. line)**

White & Katzman  
ATTN: Barbara Hines  
Property Services  
111 Roberts Street Suite G1  
East Hartford, CT 06108

**HOME IMPROVEMENT PROJECT AGREEMENT FORM**

**Owner's Name** \_\_\_\_\_

**Building No., Unit No.** \_\_\_\_\_

**Telephone Number(s)** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**Name of Homeowner Insurance Company** \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **EST. COMPLETION DATE:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(If additional space is needed for project description, please use the reverse side of this page.)

## Page 2 of 3

[illegible]

**White & Katzman Property Services (address shown on SCHEDULE A, following page)**

**Property Manager's Signature upon Completion & Return of Deposit:**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
February 11, 2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Insurance Agent Name and Address	<b>CONTACT NAME:</b> Insurance Agent Name	
	<b>PHONE (A/C, No. Ext):</b> Insurance Agent Contact Number	<b>FAX (A/C, No):</b>
<b>INSURED</b> Contractors Name and Address	<b>E-MAIL ADDRESS:</b> Insurance Agent Email Address	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Insurance Company For "A" Listed Below (Left)	<b>NAIC #</b> #####
	<b>INSURER B:</b> Insurance Company For "B" Listed Below (Left)	<b>NAIC #</b> #####
	<b>INSURER C:</b> Insurance Company For "C" Listed Below (Left)	<b>NAIC #</b> #####
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>	X		EXMPL23684BE5	2/11/2018	2/11/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>			AIP34567AL123	2/11/2018	2/11/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> <b>EXCESS LIAB</b>						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N N	N/A	WCP2354668XR12	2/11/2018	2/11/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Painting ceiling in the bathroom of Unit 20-20X, tile bath area and remove/install new sinks.  
The certificate holder listed below is included as an additional insured and will be informed of any cancellation of insurance policies.

## CERTIFICATE HOLDER

## CANCELLATION

<b>The Westbury Condominiums Association, Inc.</b> <b>ATTN: Management Office</b> <b>20 Outlook Avenue</b> <b>West Hartford, CT 06119</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
	<b>AUTHORIZED REPRESENTATIVE</b> Signature of Insurance Agent

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# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Trash Disposal, Removal & Recycling Guide**

The following items must be recycled according to State law: Newspapers, clean glass bottles, clean metal cans, clean plastic bottles marked 1 through 7 on the bottom in a triangle, and clean corrugated cardboard.

The Westbury rules for Trash Disposal involve four (4) categories. Each category involves a specific location for certain kinds of trash or special collection. The categories of trash are:

1. Trash dumpster
2. Recycle dumpster
3. Special collections

#### **NOT for disposal in or near any outside dumpster:**

- a. Hazardous or explosive substances
- b. Furniture, carpeting/rugs, mattresses
- c. Automotive parts
- d. Recyclable items
- e. Appliances (See Special-Collection Items on the following page)

The brown dumpster behind Building 30 is for non-recyclable trash. Dispose of black plastics, Styrofoam and other foam plastics in the brown dumpster.

For disposal in the blue recycle dumpster\*

- a. Clean glass, tin and aluminum
- b. Plastic containers embossed with 1 through 7 in a triangle
- c. Recyclable paper (newspapers, magazines, shredded paper)
- d. Flattened corrugated cardboard boxes and containers

\*Located next to the brown trash dumpster. See up-to-date information provided on the CRRA Website ([www.crra.org](http://www.crra.org)) or Town of West Hartford.

#### **UNIT OWNER'S BLUE RECYCLE BIN:**

- A. May be placed outside Owner's door after 10:00 PM on evening prior to pickup:
- B. Or place outside door, preferably on morning of pickup (Mondays, unless a major holiday);
- C. Prompt removal of bin from hallway by 10:00 PM on evening of pickup day;
- D. Items for blue bin: Newspapers, clean glass bottles, clean metal cans, clean plastic bottles and containers marked with 1 through 7 in a triangle on the bottom surface

**Items A – D will no longer be applicable and will be discontinued when the Common Hall renovation project begins.**

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Trash Disposal, Removal & Recycling Guide**

**SPECIAL-COLLECTION ITEMS** are large, bulky, metal items and include the following:

A. Furniture B. Carpeting, Padding, and Rugs C. Mattresses D. Appliances E. Electronics, see below.

Special-Collection Items

- Are NOT to be Placed in or Near the Dumpsters behind Building 30;
- Are the INDIVIDUAL RESPONSIBILITY of the Unit Owner or Resident/Tenant
- Special-Collections Pickup Permit Required: Contact West Hartford Town Hall for information and details. Telephone numbers are provided below.

**DISPOSAL OF ELECTRONIC ITEMS** into the waste system is prohibited by State law. Examples of such are: Television sets, computers, computer monitors, cell telephones, Pagers, Fax machines, Modems, Telephone sets, MP3 players, copiers, printers, VCRs, keyboards, Remote control devices, Camcorders, etc.

### **DO NOT DISPOSE OF ELECTRONICS IN THE FOLLOWING CONTAINERS:**

Outside Dumpsters

#### **TELEPHONE DIRECTORY DISPOSAL:**

Do not dispose of directories (Telephone and other directories) in any container available at The Westbury. Call the Town of West Hartford for drop-off locations.

#### **CONTACT INFORMATION**

- |   |   |
|---|---|
| •West Hartford Town Hall: 860/ 561-7500<br><a href="http://www.westhartford.org">www.westhartford.org</a><br><a href="http://www.westhartford.org/publicworks">www.westhartford.org/publicworks</a> | »Dept. of Public Works: 860/ 561-8100<br>•EnviroCycle Recycling Ctr: 860/231-8100<br>•MDC (Metro District Commission):<br>860/ 278-3809 or <a href="http://www.themdc.com">www.themdc.com</a> |
| •Paine's Trash Hauling: 860/ 658-9481   |   |

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Emergency Preparedness Plan**

The Plan has been created for The Westbury Condominium Association and will serve as a guide to procedures that should be followed in emergency situations such as: fire, power outage, severe storm or any other disaster affecting one or all of The Westbury residential buildings.

#### **Declaration of an Emergency —**

The authority to announce the existence of an emergency situation in any or all of the buildings which comprise The Westbury will rest with the Board President or an individual so designated. That individual's assessment of the emergency condition will be based on data gathered from the town of West Hartford, news sources providing timely information, and from personal observation consisting of a walk-around/walk through within the building(s) or area(s) on the property experiencing the damage or outage.

#### **Chain-of-Command Responsibility —**

The Board should develop a chain of command for the purpose of carrying out the duties stated above, and in:

- \* Safeguarding the lives of all Westbury residents; and assessing the properties (interiors and exteriors) and the grounds which comprise The Westbury.

For anyone designated within the chain who cannot be contacted or is incapacitated, that responsibility should move to the next designated person so named by the Board. Based on a decision by the Board, at least two telephone numbers (land line, Cell) of Board members as well as the Management company individual should be made available to all residents, in addition to an After-Hours (Nights, Weekends, Holidays) Contact List. (See Pages 8 and 9 for contact lists.)

#### **After an Emergency Occurs —**

The Board-designated individual and/or Management company person will visit any or all of the three buildings (869,20 and 30) as soon as possible to assess the emergency. The visits are to ensure that all residents are safe and unharmed. Elevators in Buildings 869,20 and 30 should be checked to provide assistance to anyone who may have become trapped during an outage or other emergency. Hallways and stairwells should be inspected to assist anyone attempting to return to a unit or from the basement. Entrances to each building (both front and rear) should be checked to provide assistance to any resident coming from the garage area or front entrance of a building.

#### **Power Outage / Utility Company —**

The Board-designated individual should notify the utility company in the case of a power outage. Individual residents, including tenants, should also contact their respective utility company. (See the following Checklist for Contacts).

# **The Westbury Condominiums Association, Inc.**

## **Resident Guide**

### **Emergency Preparedness Plan (Con't)**

A log of dates when the emergency lighting and alarm systems were last serviced should be made available by the Board-designated individual to share with West Hartford Police and/or West Hartford Fire personnel, should either need to be called.

#### **Access to a Unit after an Emergency Condition and/or When Resident is Unavailable —**

A current list of all Westbury residents with their individual unit numbers provided will be made available to emergency personnel (police, fire) by the Board-designated person.

A key to each unit will be kept by The Westbury Condominium Association Board in a secure place, with the understanding that the key to access the resident-absent unit will not be used without permission, unless in an emergency situation, in which case the resident will be notified of its use. Provision of the resident's unit key will be mandatory as permitted by Article 1, Section 1.3 of the Rules of The Westbury Condominium Association, Inc., which appears below:

#### **Access by Executive Board and Secured Space.**

“The Executive Board, the manager or its designated agent, may retain a pass key to all Residential Units for use in emergency situations or as provided in Section 1.4. No Residential Unit Owner shall alter any lock or install a new lock on any door of any Residential Unit without immediately providing the Executive Board, the Manager or its agent, with a key therefor. At the Residential Unit Owner's option, he or she may provide the key be enclosed in a sealed envelope with instructions that it only be used in emergencies with a report to him or her as to each use and the reason therefor. Each Residential Unit may have closets, safes or vaults not exceeding 50 cubic feet in capacity which can be locked without such access.”

#### **Emergency Contact Telephone Numbers —**

The Board should make available a list of their contact telephone numbers and e-mail addresses. Additionally for Board consideration is a contact telephone number for the Management company individual designated by the Board. An after-hours (nights, weekends, and holidays) contact list with Board and Management company names and telephone numbers should also be available.

#### **Prolonged Power Outage —**

In the event of a prolonged power outage in one or two building, but not in all three, the Board should consider allowing the “powered” building to make available its common areas to Westbury residents. Seating arrangements will be made available and assembled in the most common area of each building, and perhaps access to a hot beverage source (coffee pot/brewer, etc.) made available to any resident, along with ability to add power to a Cell phone in need of a recharging. Access to the “powered” building would require all residents to have a master key to unlock the security door.

# The Westbury Condominiums Association, Inc.

## Resident Guide

### Emergency Preparedness Plan (Con't)

#### — TELEPHONE CONTACT LIST / SERVICE PROVIDERS —

Emergency: Medical, Fire, Police:	911
TDD/TT (Telecommunication Devices for Deaf)	860/232-5886
Fire, Routine Calls (Business Hours)	860/561-8300
Police, Routine Calls	860/523-5203
CL&P Customer Care (helpful to have Account No. when	1- 800/286-2000
West Hartford Town Hall (Main Number)	860/561-7500
Dial-A-Ride Information	860/561-7561
Emergency Assistance: Fallen Trees, Street Flooding, Obstructed Roadways, Icing Conditions	860/561-8100
After-Hours Call-Ins for Street Flooding, etc.	860/523-5203
West Hartford Senior Center	860/561-7583
MDC, Water Treatment/West Hartford	860/278-7850
MDC, Water/Sewer Emergencies Only	860/278-7850
West Hartford Advisories Program *	860/ 523-2017

\* Go to [WHadvisories@westhartford.org](mailto:WHadvisories@westhartford.org) to sign up for alerts for time-sensitive messages.

#### WESTBURY CONTACT LIST

(In order by Officer title; suggested as Chain-of-Command, based on Bylaws Committee recommendation)

President [alanshec@gmail.com](mailto:alanshec@gmail.com) (Alan Shechtman)  
Vice President [lswanson01@gmail.com](mailto:lswanson01@gmail.com) (Lynn Swanson)  
Treasurer [tdarch@sales.ashleyfurniture.com](mailto:tdarch@sales.ashleyfurniture.com) (Todd Darch)

#### MANAGEMENT COMPANY

Property Manager: Barbara Hines 860-610-0160  
Luis Colon 860-810-1942 - On Site Superintendent

# The Westbury Condominiums Association, Inc.

## Resident Guide

### Emergency Preparedness Plan (Con't)

#### CHECKLIST FOR ALL WESTBURY RESIDENTS

Based on recent past experience primarily with power outages, Westbury residents should: be aware, have a plan, and be prepared. For residents with computer access, you are encouraged to visit: <http://www.getreadvcapitolregion.org> for instructions on how to prepare for an emergency event. In place of computer access, the following list has been prepared as a guide in advance of an impending storm, hurricane or other event which could result in a power outage. The list is not meant to be all-inclusive.

ITEMS READY / IN WORKING ORDER:	PROCEDURES:
Battery-powered: radio, flashlight(s), etc. Have one to use in Unit; keep another in auto;	Stay up to date on latest information via radio, etc;
Water supply (stationary & portable containers)	Maintain a supply of bottled water in the event that supermarkets and restaurants close due to power outages and power surge risks.
Non-perishable food supply for several days;	Maintain a supply of food in the event that supermarkets and restaurants close due to power outages and power surge risks.
Have a communication plan and unplug appliances and electronics in the event of power surges	Notify family members, friends, co-workers of your plan; provide contact numbers; have their contact numbers as well. Keep them updated if you must revise your plan and/or evacuate; Notify Chain-of-Command individual at Westbury of your evacuation, location, and contact number.

#### RESIDENTS SHOULD AVOID—

- Elevators
- Use of candles for lighting

From the January 20, 2012 Emergency Plan submitted by the Temporary Committee were the following suggestions:

- Consider photo-luminescent lighting as backup to our (Westbury) Emergency lighting; to be used on inside stairwell near elevator shafts where no daylight is available;
- Possible Ad Hoc Committee item: locking mechanisms for interior common-area doors in regard to Master key access for the three buildings.



# Westbury Condominiums Association, Inc.

## Map of Garages

