

**WESTBURY CONDOMINIUM ASSOCIATION, INC.**  
**BUILDINGS AND GROUNDS COMMITTEE**  
**NOVEMBER 5, 2010**

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

The meeting was called to order at 2:55 p.m. A motion was made, seconded and passed to approve the November 1, 2010 meeting minutes as written.

**UNFINISHED BUSINESS:**

1. **SLATE FLOOR SEALING:** The Committee discussed the slate floor sealing and it was decided to go forward with sealing the floors in December, the earliest time that we can get an appointment with Chem Dry. A contract is needed in order for them to hold an appointment date.

**VOTE:** A motion was made, seconded and passed to recommend to the Board that Chem Dry be employed to clean, strip and seal the slate floors in all three buildings.

A signed contract has been faxed to them and the proposed date for work to begin is December 7, 2010. The work will continue until December 14. Chem Dry will tape and seal exposed woodwork, and clean and seal the floor in sections so that the mailman can get in. They expect the residents to wait until they have left for the day to retrieve their mail. If Priority Construction Services must postpone the restoration of the front entrances until the spring, Chem Dry will also postpone their work until then.

2. **HARDWARE SELECTION:** Joyce spoke with four different hardware vendors about purchasing brass push plates, kick plates and exterior door handles. She also looked into having the existing hardware cleaned which proved to be very expensive. Prices from various vendors are listed below:

Builder's Hardware: 6 push plates for \$960., 6 kick plates for \$300.

Lock Smith Center: 6 push plates for \$360., 6 kick plates for \$588.

Art Roth Custom Cabinet Hardware: 6 push plates for \$271., 6 kick plates for 127., brass numerals for \$34. each (7 numerals required)

Home Depot: prices similar to Art Roth

VOTE: A motion was made, seconded and passed to recommend to the Board that we purchase 6 polished brass push plates and 6 polished brass kick plates from Art Roth Custom Hardware as soon as possible for the interior sides of the exterior doors.

The Committee will view a sample of the metro bronze finish, which is the color of the Hinkley lights, with the hope of selecting exterior door handles in a compatible color. The **width of the door handle and push plates** in relationship to the width of the wooden door panel must be taken into consideration for a proper fit.

#### NEW BUSINESS:

1. CARPET CLEANING: The Committee discussed when and how often the carpets should be cleaned. Four vendors submitted quotes. Chem Dry received superior references from two nearby condo complexes. The Committee agreed that the previous work done by Admiral was poor and that they did not wish to employ them again.

VOTE: A motion was made, seconded and passed to recommend to the Board that Chem Dry be employed to clean the carpets in their entirety once per year and to clean the first floor carpets in all buildings twice per year and that Westside be asked to sweep the garages prior to the spring carpet cleaning.

The initial carpet cleaning will occur after the restoration of the front entrances and after the slate floors are sealed.

2. HARDWARE ALLOWANCE: An allowance of \$2,500. was built into the Priority Contract for the purchase of hardware. Alan spoke with Matt of Priority Construction about how that allowance will be handled. At the present no decision has been made, however, the Committee may move forward and order the hardware.

3 . AD HOC COMMITTEE: The B&G Committee discussed the formation of an Ad Hoc Committee and the hiring of a design consultant to oversee the interior restoration project from initiation to completion. It is hoped that a consultant will be able to present a number of different design packages which will include examples of carpets, paints, wallpaper lights, etc. for the Ad Hoc Committee to choose from.

VOTE: A motion was made, seconded and passed to recommend to the Board that they establish an Ad Hoc Committee and request volunteers for the Committee who will then immediately hire a design consultant whose role will be to establish the financial components of the project and to

adhere to time lines set by the Board. The formation of an Ad Hoc Committee will enable the B&G Committee to concentrate on other necessary and required B&G work.

OTHER:

1. MAIL DELIVERY ISSUES: When the carpentry and floor sealing work is taking place the foyers will be off limits to residents for several days. A suggestion has been made to request that all residents wait until the vendors have left for the day before they retrieve their mail.
2. LEAD ABATEMENT: On Tuesday, November 9, 2010 a lead abatement specialist will be here to test for lead using the "gun" method.
3. AWNINGS: The Awning Place will be here on November 8 or 9, 2010 to take down the awnings. A deposit of \$1,452. is required and the balance of \$3000. is due at the completion of the job. Joyce gave the contract to Alan which outlines the specifics.

A motion was made, seconded and passed to adjourn the meeting at 4:38 p.m.  
The next meeting will be held on December 6, 2010.

Respectfully submitted by Diane Shimoda-Peterson