

Minutes of the Board of Directors' Meeting / Westbury Condominiums Association**Tuesday, April 21, 2015**

Joyce Falkin called the meeting to order at 7:07PM. Alan Shechtman, President, attended via conference call. Board members in attendance were Ted Calabrese, Treasurer; Lynn Swanson, David Heilbrunn, and Joyce, Board Secretary. Alan Comrie, financial services, and Brian Milano, property manager were also in attendance.

The minutes of the March 17, 2015 Board meeting were read by Susan Ahearn. Joyce asked Board members if there were corrections to the minutes as read. Several Board members and Alan Comrie cited misstatements and errors. A Motion was made and seconded to approve the Minutes, with corrections, before they are posted to the Westbury website.

Joyce addressed the Board by reminding them and the audience of the importance for civil behavior while present, refraining from derogatory comments. She stated that meetings have been longer than necessary due to audience questions and comments being repeated from meeting to meeting. Joyce asked all in the audience to hold questions or comments until the audience-to-visitors portion of the meeting, speaking briefly and to the point.

Financial Report

On the expense side of the March financials, the utilities category shows a positive variance, a savings of \$7,500. Other positive variance items are: condominium fees, gas usage, and the elevator expense. Higher expense items were incurred in contracted services and water consumption, as well as electricity, with a slight increase in that category. Little variance has occurred when comparing March 2015 with the prior year and month. On the Profit & Loss page, total income year-to-date was \$20,253, (with \$11,337 from operating, plus \$8,916 from reserve.) Other activity: Rebalancing transfers were made to bank balances to conform to FDIC standards, and pursuing a sales tax exemption for materials and supplies during the interior renovation process. Alan Comrie and Lois Menold will take on this project. Financial specifics are available on the website; residents can request specific information by asking a Board member to access it for them.

Committee Reports: Ad hoc, Bylaws, Finance

No reports were furnished from the Ad hoc Chair, Patty Brulotte or Susan Ahearn for the Bylaws Committee.

Lois Menold for the Finance Committee made clear that her intention is only to relinquish responsibility for name tags on mailboxes. Regarding Westbury parking, Lois would like to distribute a census form to all residents (both owners and tenants) regarding updated information about their vehicles. Lois will proceed with that activity.

Property Manager's Report: Brian Milano reported the following activities —

- Two roofers have visited to provide estimates on garage roofs; their quotes for the work should be available by the end of the week (April 24, 2015);
- A water meter tester will visit Unit 301 in Building 30 concerning the ongoing issue of condensation on windows;

Property Manager's Report (cont'd.)

- On April 21, there were roofers on site to view the "puddling" condition on buildings;
- Luis has installed two "sweeps" in Building 30 to prevent odors from escaping units, and he discovered leaking toilets in two units. Repairs are owner expenses;
- Brian has received no response from Graham, the maker of Westbury's windows; Joyce asked Brian to keep the pressure on Graham for a return phone call;
- An elevator malfunction in one of the buildings was repaired by Luis;
- B T Lindsay noticed two expansion tank issues, and gave Westbury a quote for repair;
- Stanley, Black & Decker information has been furnished to the Board by Brian for their review;
- The Comcast subject is still to be addressed.

Old Business — Renovation of Interior Common Areas

As soon as Westbury and Tim Wooldridge have signed the contract for the design phase of the project (after approval by their respective attorneys and the Finance Committee), the design phase will begin. That phase is expected to encompass a period of 45 days. Joyce made a Motion to that effect and asked for a vote from the Board, and there was unanimous approval from them. Joyce further stated that the Ad hoc Committee should be dissolved at this time, as the Board would like to see more involvement by the entire community. She made a Motion and asked for a second. David Heilbrunn stated he felt the contract should be officially approved before dissolving the committee. Joyce then amended the Motion to state that upon signage of the contract by Westbury and Tim Wooldridge, the Ad hoc Committee would be disbanded. The Amended Motion was unanimously approved by the Board.

Landscaping Contract

Joyce and Ted Calabrese met with Mike Hodges. Due to snow accumulation during the past winter, the Board expressed displeasure with WestSide's performance. Joyce and Ted have agreed that since there is a window of time until the late Fall/Winter 2015-16, there will be opportunity to view other vendors' contracted work sites. For the present, WestSide will continue to service Westbury.

Canon 3380 Image Runner Copier

Joyce provided brief background concerning this subject. The entire matter has now been turned over to Howard Rosenberg, an attorney who focuses on collection matters. However, Joyce provided the following: Westbury will receive \$4,500, with \$3,000 coming from Martin Levitz, and \$2,000 from insurance. Five hundred dollars will be paid to Howard Rosenberg for his services. The copier will not be available to Martin Levitz until Westbury is in receipt of the agreed-upon \$4,500.00.

Comcast Proposal

No information was available on this subject, and the issue will be tabled for a future Board meeting.

New Business — Smoking Rules

Joyce stated that the Board hopes to draft a statement in the near future to the effect that the burden will be on the unit owner to prevent escaping smoking odors from drifting into other units and the common areas. If a smoker is outside, he or she needs to be far enough away from the building so that smoke will not waft into any windows that might be open, and when disposing of smoking material to refrain from using the plantings, plant containers and entrance sidewalks.

Dogs in Unit

Ted Calabrese related that an incident occurred in April when in the early morning hours, a dog could be heard barking in Building 30. The residents of the unit were returning just as Ted approached their door. The residents stated that the dog was a service dog. Ted concluded that the residents agreed to provide documentation because of the dog's service capacity, and papers to that effect will be available by the next Board meeting.

Before going on to the Audience-to-Visitors portion of the meeting, Joyce encouraged owners to use the Management mail box in Building 20 to voice their opinions and bring attention to issues that need addressing. She also reminded all of the date of Westbury's annual meeting — Monday, June 1, 2015 per the bylaws. There will be three Board members whose terms will expire. She urged resident owners to consider serving on the Board.

Audience to Visitors

Lois Menold reminded the Board that the Finance Committee is required to review the entire contract between Westbury and Tim Wooldridge Interiors Ltd. She stated she would call a meeting of the Finance Committee when the contract is available.

Rose Derensis stated that perhaps a survey could be sent to residents asking if they were in favor of Westbury becoming a non-smoking community. Board members replied that would be a challenging process and a smoking area would have to be designated. Rose also asked if the roofs have been shoveled. There was positive response from the Board that Luis had done this work.

Jo Magnan asked what arrangements the Board would make for who do not have computers to read minutes appearing on Westbury's web site. Joyce replied that anyone not having a computer should ask a Board member for a printed copy of the minutes.

Gerry Gibson stated that she hoped the landscapers will do a better job of caring for Westbury's lawns, etc. during the coming Spring/Summer seasons.

Audience to Visitors (cont'd.)

Susan Ahearn asked if residents need to call the Fire Department when they hear a siren inside any building, now that a new system has been installed. The Board and Brian Milano replied that there is no need to call as the system is tied into the local Fire

Department. The Resident Guide needs to be updated, and Susan will follow up with Alan Comrie who asked for her assistance.

There were no further comments/questions from the audience.

Joyce reminded the Board and the audience about upcoming meetings. There will be a Workshop on Wednesday, May 13, at 5:00 PM, and a regular meeting of the Board on Tuesday, May 19, at 7PM.

Joyce asked for a Motion to adjourn the meeting. A Motion was made and seconded by Board members to adjourn the meeting of Tuesday, April 21, 2015.

The meeting ended at 8:35PM, and was followed by an executive session of the Board.

Minutes taken by Susan Ahearn, Recording Secretary