

The meeting was called to order at 7:03 PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Todd Darch, Treasurer; Yvette Blanchard, Director; and Susan Ahearn, Recording Secretary. Also present were: Alan Comrie, Bookkeeper, and Brian Milano, Property Manager.

Alan Shechtman began the meeting by asking for approval of the Minutes from the July 19, 2016 Board meeting. A Motion to approve the Minutes, except for corrections or additions, was made by Alan, and Board members gave first and second approvals.

Financial Report – Alan Comrie

Alan began his remarks to the Board by stating that there was not a lot of information to report. For the month of July, actual net income (after prior year operating surplus) was \$19,981. Total actual expenses for the month amounted to \$23,490, with two upcoming expenses: one for a realtor fee of \$1,550 and \$3,200 for exterior window washing. Other expenses for July came in at expected levels. Alan informed the Board that he filed an annual report with the Secretary of State which is exhibited on the Westbury web site.

Joyce Falkin asked about the status of the collection/foreclosure policy. Alan had distributed at the meeting statements prepared by Perlstein, Sandler & McCracken of Farmington, the subject of which was the standard foreclosure policy decision by the Connecticut Supreme Court in April of this year. The Court concluded that foreclosure policies as part of a majority of condominium association documents in CT were not valid because most associations did not follow Notice and Comment procedures, considering them "internal business operating procedures". A condominium association must have a valid policy or board resolution in place prior to taking any foreclosure action to collect unpaid common charges.

Brian Milano stated that this policy should be communicated to all owners. Joyce further asked about the time frame for being in compliance with this new ruling. Brian responded that it should take place as soon as possible. He and Alan Comrie will work together on the collection/foreclosure policy.

Further discussion among the Board occurred regarding Scott Sandler and his prior employer, Perlstein; whether Perlstein remains as Westbury's attorney of record, and for collections would Perlstein be of assistance to Westbury, as well as the current relationship between Scott Sandler and Perlstein.

Returning to an exhibit which Alan Comrie distributed to the Board, "Budget Notes/Comments / Fiscal Year 2016-2017", Alan reported that one of the big increases that will occur is in the line item for Insurance, with an 11 percent increase. He also stated that he has asked for a quote on a D & O (Directors' & Officers') policy. There will be a 5 percent increase in the deferred maintenance model, and Alan has reflected the cost of air conditioning replacements in the deferred maintenance model. He then asked the Board to refer to Page 4 of the Budget Notes handout and pointed out that \$10,000 will remain in the 2016-17 budget for landscaping. An amount of \$5,000 has been budgeted and increased by \$2,000 for Move-In/Out expenses. On the Revenue side, rental income will increase by 7 percent, while there will be a reduction in parking space income.

Financial Report – Alan Comrie (cont'd.)

Joyce Falkin asked if owners will be receiving the information Alan furnished. Alan replied that once the Board has voted on the budget, it will be distributed to owners.

Todd Darch inquired about the 2.35 percent increase in condominium fees in order to balance the budget, and what percentage, if any, is being allocated to the Reserve contribution. Alan Comrie replied that 5.0 percent will go into Reserves. Todd also related information he learned about Westbury's having 2,000 gallons of heating oil on the property not being used, due to the conversion to gas.

Alan Shechtman stated that it may not be as easy to "switch" from gas going back to oil heat, if heating costs ever were to reverse themselves. Todd offered that Alan Comrie is "ahead of us" and concerned with the integrity of the oil tanks.

In conclusion, Alan Comrie mentioned the status of the interior renovation project. Small accruals remain for Tim Wooldridge and other vendors. Overall, the costs of this project were about \$29,500 less than budget.

Property Manager's Report – Brian Milano

Since the July 19, 2016 Board meeting, Brian reported the following activities:

- Outside surfaces of all garage doors were painted with two coats of paint which required two full days for Luis and a helper to complete. Weather-Guard for the door edges is currently on back order; however, Luis will complete the trim and door handles upon receiving the Weather-Guard;
- All rear entrance building doors, hand rails and grates received two coats of paint; a third coat may be necessary;
- Air conditioning motors in Bldg. 869, unit 202 and in Bldg. 20, unit 302 were replaced by Luis. One motor was removed from a unit temporarily so that the occupant would have air conditioning during the heat wave. By doing the repairs himself, Luis saved the Association approximately \$1,000;
- A gasket was replaced on a toilet in Bldg. 869, unit 106;
- Luis repaired the front door of Bldg. 30;
- Luis attached several mailbox name tags;
- Brian has been in contact with Bob Dumner from the Town of West Hartford regarding sidewalk repairs. The sidewalks were inspected in March of this year and approved for replacement. There are approximately 280 square feet of concrete walk to be replaced. Bob asked that Westbury not use heavy equipment for snow removal; the repairs are scheduled to be done this year. The Town has hired three different contractors to do the work throughout West Hartford. As Brian reiterated, "We (Westbury) are on the list." Brian will send an e-mail to John Hannan, directing him to use only snow blowers on the sidewalks and not heavy equipment.

Property Manager's Report – Brian Milano (cont'd.)

- Brian has been in discussion with Alan Comrie and Todd Darch about having Luis on a five-day work week at Westbury;

Joyce Falkin stated that the Board needs to “fine tune Luis’ schedule”; i.e., how his time is spent; Todd Darch stated: “if we choose to do that (5 days/week at Westbury), Luis will more than pay for himself.”

Todd asked if the renovation agreement has been received from the new owner of unit 306 in Bldg. 20. Alan Comrie replied that he (Alan) will send it out to the Board.

Alan Shechtman spoke to Brian about getting sealer for the asphalt on the back driveway to be used on the cracks that have developed due to weather conditions, plowing, etc.

- Brian has received a completed Move-In/Out Agreement for the tenant in Unit 308, Bldg. 20 (Agreement from Owner Hilary Parker). The pre- and post-inspections have been set, and Hilary Parker has sent a deposit for the Move/Out. (Copy of Agreement form included in Brian’s report);
- The replacement window for Mrs. Ching Shen was furnished from the supply on site at Westbury, and Luis is in the process of doing the installation as soon as possible;
- Brian related to the Board an incident of a contractor doing a renovation on Sunday. He spoke to the unit owner to emphasize that no work is to be done on a Sunday, and to be aware of “tracking dust and debris” in the common areas;
- Brian has contacted Peter Hankard of Marchion & Faucher, Newington, CT regarding the tree pruning, mentioning to Peter that there was some confusion as to whether the pruning charge was included in the original quote. Peter will look at the original quote and respond to Brian to verify. Pruning will be scheduled in October, and Brian will furnish an exact date.

No further activity was reported by Brian at this meeting.

OLD BUSINESS –**Report on Common Area Renovation**

Alan Shechtman reported that there are several small items to be followed up on regarding a tax issue concerning one of the vendors, as well as follow-up to the carpet vendor. Otherwise, the renovation has officially ended, and perhaps the Board would like to think in terms of a celebratory event to officially conclude the interior renovation. Joyce Falkin stated she thought that would be a good thing for the Board to consider.

Pet Rules: Survey

Members of the Board were in agreement that this subject should be discussed in Executive session before any announcement or published survey is distributed to the Westbury community.

(continued)

Resident Information Form

Alan Comrie reported to the Board that he neglected to send copies of the Resident Information Form to current renters at Westbury, but will do that soon. Alan has received an approximate 50 percent return on the forms from owners. Joyce Falkin stated that she, along with Luis, is sorting and identifying keys to unit doors furnished by owners. This request was asked on the Resident Information Form. Todd Darch asked if we (the Board) have a “good handle” on the renters presently at Westbury. Most of the Board inferred that necessary information was lacking with regard to the current renter population.

Report on Budget Work: Fiscal Year 2016–2017

See Alan Comrie’s financial report, specifically the last five paragraphs found on Pages 1 and 2 of these minutes.

Future Landscape Work

Joyce stated that she and Todd Darch did a “walk around” the Westbury property, making observations and suggestions concerning the condition of shrubs, bushes, etc. Todd would like to have “old” shrubs original to the property pulled out and Joyce would like to see new plantings replace the old. She would also like to see the size of the mulched area behind Bldg. 20 smaller, and the Japanese maple alongside the rear south door entrance to Bldg. 20 moved to another location.

Todd offered that the landscapers should do the “pulling out” of old plantings, and consideration given to a retaining wall at the end of the exit driveway, probably one of the most visible areas of Westbury property as one travels east on Farmington Avenue. The retaining wall ought to extend down to the sidewalk. This work would need to be prioritized, as Westbury has other expense items which need the Board’s attention prior to the expense of a retaining wall.

Alan Comrie spoke to the Board regarding installation of a sprinkler system for the lawns facing both Farmington and Outlook Avenues. If Westbury should experience another summer of dry conditions with little rain, any attempts by landscapers to remedy dry conditions on lawns seem a waste of owners’ money. The cost of an automated sprinkler system would be in the range of \$30,000.

Alan Shechtman asked if a sprinkler system is anything that Marchion & Faucher should or could do for Westbury. Joyce Falkin replied that Marchion should return to do what Westbury has paid him to do and when trimming is scheduled to be done, someone needs to be available to supervise the work.

NEW BUSINESS**Rules Governing Property Transactions, Sales and Rental**

Members of the Board agreed to “table” this subject until another Board meeting.

AUDIENCE TO VISITORS

Lois Menold, Bldg. 869, mentioned that there was broken glass and debris evident from an accident scene that has not been cleaned/cleared away. Brian Milano responded that he was aware of the situation and will have it removed.

The daughter of Mrs. Ching Shen, Bldg. 30, asked the Board whether Luis Colon was an employee of Westbury or Imagineers. Several members and Brian Milano replied that Luis is an employee of Imagineers.

James Capella, new owner of Unit 306, Bldg. 20, introduced himself to the Board, Brian Milano and audience members.

There were no further questions or concerns raised by the audience.

Alan Shechtman stated that the next meeting of the Board would be held on Tuesday, September 20, 2016 at 7:00 PM.

ADJOURNMENT

Alan asked for a Motion to adjourn this meeting. The Motion was approved and seconded by Board members. The meeting concluded at 8:03 PM.

Alan proposed that a Motion be made to enter into Executive session. Board members approved and seconded the Motion to hold an Executive session.

Susan Ahearn
Recording Secretary