

**APPROVED**

**Minutes of the Board of Directors' Meeting / Westbury Condominiums Association**

**Tuesday, May 19, 2015**

**Alan Shechtman, Board President, called the meeting to order at 7:06PM. Board members in attendance were Joyce Falkin, Secretary; Ted Calabrese, Treasurer; and David Heilbrunn. Alan Comrie, financial services and Brian Milano, property manager were present.**

**A Motion to approve the Minutes from the April 21, 2015 Board Meeting was made by Alan Shechtman, and members present gave their approval. The Board also waived the reading of the Minutes in the interest of saving time. Joyce expressed her feeling that Minutes should be read; however, others felt that too much time was given to reading them aloud. A concern was voiced as to how owners not having computers would be able to read Minutes. Alternatives were offered by Board members; Alan Shechtman suggested that the laundry rooms be used to post Minutes, and owners would be notified when a decision was made.**

**Alan Comrie provided the monthly financial report. On the Profit & Loss page Westbury had excess revenue over expense of \$14,984 (YTD), and a Reserve excess revenue over expense of \$20,773. Our combined cash accounts total to \$517,487.89. Alan advised the Board that he has spoken to a representative at United Bank about their CD offerings and there are two excellent products for Westbury's consideration, providing good yields with little risk. Alan also stated that the Board should give attention to the cash balance held at First Niagara. Other subjects mentioned were owner information forms distribution. Alan and Lois Menold will work on a sales-tax project concerning the interior renovation expenses.**

**There were no reports given by the Ad hoc or Bylaws Committees at this meeting.**

**Lois Menold for the Finance Committee stated that the Committee has seen and approved the contract between Westbury and Tim Wooldridge Interiors. Other items mentioned: Lois asked the Board for permission to change electricity generation suppliers from ConEdison to EverSource, who currently offers a good rate for the next six months. EverSource's rate is 8.228 cents per kilowatt hour. David Heilbrunn asked if there is a contract. Lois stated that Westbury will receive a letter asking the customer if he/she will continue with the current vendor. Joyce asked if Lois would monitor the cost on a monthly basis. Lois answered affirmatively. A Motion was made by Ted Calabrese to change vendors of electricity generation from ConEd to EverSource. The Motion received unanimous approval by the Board. Lois has requested owner information forms to be returned by June 15, 2015. Further, she reminded**

the Board that residents moving in and out are not complying with the Westbury policy of an advance payment \$500 before moving in and out to ensure there is no damage to property and grounds.

Property Manager Brian Milano provided the following report to the Board:

- Roofing quote estimates were handed out to the Board at this meeting;
- There were two A/C units not working (bad motors), but have since been repaired;
- Graham windows have been ordered and should be received in five weeks; the warranty does not cover installation. Westbury will be responsible for the window installation cost;
- Concerning landscaping, J & H has sent references. There are two additional vendor quotes to be received. Joyce Falkin asked about the cost of excavation work on the property, and whether or not a contract had been received. She reminded Brian that Westbury's practice has been to receive at least three quotes from potential vendors, in this case for excavation work.
- B T Lindsay proposals were provided to the Board from Brian concerning expansion tank issues. Brian stated that one tank is not working now, and the other is in the process of failing. B T Lindsay's proposal is for repair of both tanks. Brian will follow up with Luis Colon on this subject;
- Basement window repairs: Luis will attempt to contact occupants of storage areas and focus on one building per month, starting with Building 869;
- The Board has given approval for Luis to change A/C filters when owners request them;
- A tree-expert representative visited Westbury on May 19 regarding the condition of various trees on the grounds. Alan Shechtman suggested a map be made showing the location of trees to be treated, trimmed or removed. Ted Calabrese stated that the vendor would give us a priority list of recommendations concerning our trees. Joyce stated that she and Ted would put together a list of the dangerous growth;
- Concerning the Comcast/Xfinity contract, Brian asked the Board if there had been any decision. Alan Shechtman proposed that the Board review it and take advantage of Comcast's incentive offer to Westbury;
- Brian was asked by Joyce Falkin if exterior window washing would occur and also ductwork at Building 869; Brian replied he would have quotes to the Board by the week ending May 22. Regarding window washing, the target date will occur at the end of June.
- Concerning the service dog in Building 30, Brian reported that a note had been left with the offending resident who later informed Brian that the dog had been removed;

- Alan Shechtman asked Brian about an air conditioning issue in Building 869 involving opening the sheet metal housing and/or the tubing. Brian will pursue this.

Under agenda item, Old Business/Renovation, Alan Shechtman informed the Board that the contract between Westbury and Tim Wooldridge Interiors, Ltd. has been approved by the attorneys for both parties as well as Westbury's Finance Committee. All that remains is for Alan and Tim Wooldridge to sign the contract. Further, Alan stated that the Board is responsible for managing the renovation process. The designer will provide three different design schemes to be displayed to owners. The Board will create a survey form to distribute to owners for indicating their preferences.

Regarding landscaping, Ted Calabrese voiced his approval for having J & H take over the year-around maintenance of the landscaping/snow removal responsibility. J & H will provide 48-hour monitoring after a snowstorm; they will mulch and prune as part of their contract proposal. Brian Milano stated that J & H would step in immediately, if the Board approved J & H. Alan Shechtman stated that WestSide has some outstanding obligations to Westbury; however, the Board should wait for all contracts to be received from potential landscaping vendors before a final decision is made.

David Heilbrunn stated that water has been coming into basement storage areas along the driveway on the east side of Building 869. Water has been entering low, near the foundation level, and is not a result of open or damaged windows. Brian stated he would have Luis contact residents of the affected storage areas to gain access.

Concerning the Canon 3380 Image Runner Copier, all outstanding monies have been received, and Martin Levitz will be notified regarding the copier's removal.

Use of the compactor chutes in each building was discussed by the Board, only for disposing of recyclable items. Concern as to how the chutes would be emptied and how their use would be adapted and monitored were expressed by the Board. Alan Shechtman stated that ongoing attention would be given to this subject.

#### Audience to Visitors —

Diane Shimoda Peterson expressed concern about the potential liability that could result from a broken sidewalk area, stating that after a phone call, an orange cone was placed at the spot. Alan Shechtman advised that this issue be brought to the attention of WestSide Landscaping; also the Town of West Hartford should provide information regarding whose responsibility it is for repair.

Murray Zinman expressed appreciation to Alan Comrie for Alan's inquiries about CD offerings, but questioned his relating that there are some CD's that come with FDIC protection. He further questioned whether Westbury would consider borrowing monies,

and followed up by stating that he would speak to a senior representative about interest rates when one lives in a condo.

Lois Menold stated when garage roofs were last worked on, the vendor hauled away a lot of copper in his truck at the end of the work day, and urged the Board to be vigilant about a vendor removing materials from Westbury. Brian Milano replied that materials removed during a repair are Westbury property. Joyce Falkin stated that during the interior renovation, any brass items should be accounted for and remain on site. Other subjects mentioned by Lois are the disturbing noise of the building door at 869; also the subject of solar panels for Building 30. Alan Shechtman replied that further investigation by the Board would be given to solar panels.

Patrick Miller stated several issues. He urged the Board to make use of a secure area in which to post Board meeting Minutes. He also alerted the Board that in the basement of Building 30, water is leaking in near the foundation level and is forming pools. A recent gathering of approximately 20 or 30 people on a Saturday night occurred in Unit 304 of Building 30. The noise continued until 2:30 AM. Patrick asked the Board if he could call police whenever an incident similar to this occurs again. The Board unanimously gave Patrick permission to contact the police.

There were no other comments or questions from the audience.

The next Board meeting date will be Tuesday, June 16, 2015 at 7PM in the basement of 20 Outlook Avenue.

Concerning another Workshop to be scheduled, the Board will hold off on that subject.

Alan Shechtman asked for a Motion to Adjourn the May 19 meeting, and the Motion was approved and seconded by the Board.

The meeting adjourned at 8:29PM. There was no executive session.

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Minutes taken by Susan Ahearn, Recording Secretary