

**WESTBURY CONDOMINIUM ASSOCIATION, Inc.**  
**Board of Directors Meeting**  
**February 25, 2014**  
**7:00 PM**

**Basement of 20 Outlook Avenue**  
**West Hartford, CT 06119**

**MINUTES - PROPOSED**

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**1. Call to Order and Attendance**

- a. The meeting was called to Order at 7:02p.m. by Martin Levitz, President. The Board holds the Executive session after the conclusion of the public meeting.
- b. Board Members Present: Martin Levitz, Ilona Levitz, and Ted Calabrese.
- c. Additional Parties Present: Allen Comrie, Keeper of the Books.
- d. Representing Imagineers, LLC.: Brian Milano, Property Manager
- e. Board Members Not Present: Jennifer Smith and Daniel Roscow.
- f. Ms. Elizabeth Young kept the minutes.
- g. Association Members Present: Joyce Falkin, # 869-207; Lois Menold, # 869-102; Patricia Brulotte, # 20-301; Diane & Gerald Shimoda-Peterson, # 30-108; Barbara Feinstein, #20-105; Ching Shen, # 30-105; Hillary Keller, # 30-301; Susan Ahearn, # 20-207; Kathleen Sibley, # 20-101; Patrick Miller, # 30-106; and Francine Cohn, # 20-307.

**2. Moment of Silence**

- a. Marty called for a moment of silence in observance of the recent passing of a beloved Member of the community and former Member of the Board of Directors, Bob Huhtanen. After the moment of silence was taken, it was noted for the records to include the sincere condolences from the Board of Directors and the Community of the Westbury Condominium Association to the family of Bob Huhtanen, Kathy Huhtanen and her daughters.

**3. Adoption of the Minutes of the Previous Meeting**

- a. The Tuesday, November 26, 2013 meeting minutes, as well as the Wednesday, December 18, 2013 meeting minutes, were available for review and acceptance. As the copies of the minutes were not readily available until the meeting some revisions were discussed, and then it was decided upon that both sets of minutes would be voted on for acceptance at the March meeting.
- b. The revisions discussed were as follows:
  - i. In the November 26<sup>th</sup> meeting minutes on the first page, the third line down change the member in attendance's name from "Rosede Rensis" to the Association Member's proper name "Rose-Marie DeRensis".
  - ii. In the December 18<sup>th</sup> meeting minutes on the first page in the Association Member's Present section change the following two members' in attendance' names from (a) "Andrea Dunn" to "Anne Dunn", and (b) "Miang Lin Shen" to "Ching Shen".
- c. Once the above revisions had been noted Ilona proposed to revisit both sets on minutes at the March meeting so that she can thorough review the minutes.

**4. Committee Reports**

- a. *Ad hoc*
  - i. Patty Brulotte the Chair of the *ad hoc* committee, for the interior renovation, presented her report.
  - ii. Attachment 'A' enclosed with the minutes is a copy of Patty's *ad hoc* report.
  - iii. Patty began the presentation of her report by stating that this was the 5<sup>th</sup> *ad hoc* committee report for the renovation project. The following items were briefly discussed during Patty's report and can be referenced in Attachment 'A': (a) The committee and the interior designer, Shari Gold, have successfully made two carpet color choices for the two different design schemes that will soon be presented to the community; (b) The individual unit entrance doors color options still need to be chosen

(c) There are several different topics that are still up for discussion, such as: 1- Elevator refurbishing, 2- Fire extinguisher placement, 3- carpet tiles vs. wall-to-wall carpet.

- iv. Marty brought up a few carpet concerns that need to be considered when choosing the kind of carpet that will last at the Westbury facility. The carpet grading needs to be considered, Marty made mention that the buildings will need commercial grade carpet, the carpets should be fire retardant, the committee should be aware of the carpet thread count for wear and tear purposes.
- v. Ilona stated that the designer has chosen carpets made of fire retardant materials, and that the carpets are considered commercial grade. Shari Gold will be able to provide the community with a report on what can be expected from the carpet for the years to come with respect to proper maintenance, fading, wear and tear, and etc. at the design scheme presentation.
- vi. Marty, Patty, Ilona, and Allen discussed carpet tiles v. wall-to-wall carpeting briefly. The conversation focused on the research the *ad hoc* committee has done on carpet tiles and the proper maintenance and cleaning devices for carpet tiles. Additionally it was mentioned a couple times that if the Association chooses to go with carpet tiles the installation of the tiles will need to be absolutely perfect.
- vii. Marty commented on some ambiguous language used in the report: Page two of the report, dated February 24, 2014, fifth paragraph from the top “There is agreement that a strip of molding will be added along top of the hallways.” Marty stated that the language “strip of molding” should be replaced with “crown molding”. The crown molding that will be used in the hallways of the buildings will enable wires to be hidden behind the crown molding.
- viii. There were a couple questions for Patty that she answered, one of which being “when will the presentation be?” Patty stated that she would not like to give a date at this time because she and Ilona still have about two more meetings with the designer before the design scheme will be ready for presenting. However, Patty wants this report to be the beginning of the discussion and feedback from the community on the renovation project. The overall plan behind this renovation project is to renovate the buildings with affordable, attractive, quality materials and to ensure that the proper maintenance in place to preserve the renovation as long as possible.

**b. Finance**

- i. Lois Menold was unable to present her report as she needed to leave the meeting early for an important matter.
- ii. Marty briefly discussed where the Board and Finance Committee were with choosing a company to perform the annunciator panel replacement and fire system monitoring. Marty stated that Lois had become fond of the electrical company called Clapis; whereas the Board preferred Stanley which is a multinational company.
- iii. Marty expressed that the Board would be voting on choosing a contractor at tonight’s meeting, after the fire system monitoring was discussed.
- iv. Marty discussed the purpose, benefits, and costs of monitoring the fire system. Both Marty and Ilona discussed their recent conversations with the Town of West Hartford’s Fire Marshals regarding fire system monitoring and the 2013 NAFTA statutes that have yet to be accepted by Connecticut, but that once they are accepted into Connecticut Statutes (which is said to happen later this year) fire systems for commercial, multi-unit residential, and public buildings will be required to have 24/7 monitoring.
- v. Additionally, Marty wanted to make mention of the use of language on one of Lois’ prior reports which said that she had received Clapis’ Company’s name on a referral from the Fire Marshal; the Fire Marshal had strictly emphasized with Marty that they do not give out “recommendations” of contractors. The Fire Marshal stated that they will share the names of electricians who perform such services, but that they do not recommend contractors.
- vi. Ilona discussed her reasons for wanting to use Stanley as opposed to Clapis, and her reasons are paraphrased as being the following: (a) Due to contractor problems in the past with projects the Association has taken on (i.e.- windows) Ilona is looking for a large, well known, and locally based company. Pro-monitoring, she spoke with the Fire Marshal it is a good idea. Ilona also spoke with the Association’s Insurance Company who informed her that if they go with the new annunciator panels and monitoring the investment will be reflected in lower insurance premiums.
- vii. After discussions regarding the above and related topics, Ted made a motion to have Stanley install and monitor the new fire prevention system. Ilona seconded the motion, no member present objected, the motion carried.
- viii. After the vote Marty asked if there were any questions from the unit owners present. A couple unit owners did have questions specifically related to the monitoring, the annunciator panels, and the costs.

Brief discussions were held for each question. Marty and the rest of the Board were able to answer everyone's questions. Other contractual optional items for in Stanley's proposals were also discussed.

## 5. Financial Report

- a. Allen Comrie, Keeper of the Books went over the Association's extensive and thorough financial report.
  - i. Financial Report as of January 31, 2014
    - a. The financial report covered the year to date actual and year to date budget comparison; the Association was in good shape.
    - b. The financial report also covered the prior year's financial position as of January 31, 2013 in comparison with the Association's financial position of January 31, 2014.
    - c. Expenses: There were three large expenses in January: 1- Gas bill, 2- The elevator in the 869 building, 3- HVAC maintenance bill.
      - a. The elevator in the 869 Building had a failure of its expansion tank which caused water to leak into the computer of the elevator and fried the circuit. The bill was large, but because the Association has a service contract with Otis Elevator, the Association was only charged for parts.
      - b. The reason the HVAC maintenance bill was so large is because the furnace system had not been cleaned out and maintenance since 1994, and it is supposed to be cleaned out and maintenance annually. The clean out and maintenance repair work that was done should show a significant difference in the Association's heating costs. However, they will not be able to tell until the degree days are added to the heating fuel invoice report. Also, they will not have a complete report regarding the difference between the prior fiscal year and current fiscal year's heating season's savings until the 2013-2014 fiscal year end reconciliation has been completed.
    - d. Allen discusses all of the financial reports in great detail, some of what was discussed is as follows:
      - a. The comparison of the prior and current fiscal years' surplus carry overs.
      - b. "Due To's" and "Due From's" with regards to moving money from the reserves to the operating account and then cutting the check from the operating account to pay for the reserve item.
    - e. 2012-2013 Fiscal Year End Draft Audit: (a) The FDIC issue with the First Niagara accounts; (b) No surprises in the Audit Report Draft; (c) and the last page of the report is the reserve plan/deferred maintenance schedule, the items on this page are not audited; however, it is a good idea for Allen and the Board to sit down together and look through this deferred maintenance schedule and its items.
    - f. Resales:
      - a. Allen just did a Re-Sale packet for unit # 869-205. Also, a few members of the Association mention that they have seen unit # 20-106 for sale on the internet, so it is possibly on the market but this is not confirmed as they had not yet contacted Allen for a Re-Sale.

## 6. Manager's Report

- a. Brian began his manager's report by discussing the snow removal contractor, Westside.
  - i. Brian stated that the weather is such that the melting and refreezing is so frequent it is hard for any snow removal contractor to keep up with right now. Brian has had discussions with both Westside and Louis about staying on top of the refreezing problem.
  - ii. Louis will apply ice melt to the walks, sidewalks, and egress stoops at the beginning and end of his shifts.
  - iii. Westside will chip the ice away and apply the ice melt while they are on-site servicing the property.
- b. Brian next discussed the fact that Louis had been pulled away from the property by Imagineers for the purpose of keeping up with the roof raking at other condominium associations.
  - i. Brian stated that he spoke with the head of the maintenance department and with Karl about this matter and he told them that it can never happen again. Louis is to work his assigned hours at Westside.
- c. The windows were the next topic on Brian's list.

- i. The window contractor has found the weather stripping needed for the windows in order to repair them. The weather stripping has been ordered.
  - ii. There were two pieces of weather stripping that the contractor found that seemed to be defective and no longer effective; said two areas of defective weather stripping currently on the windows have been causing of the window issues.
  - iii. The contractor will first address one window, in one unit. Brian and Louis will be present for the installation.
- d. The roofs on all three buildings have been shoveled by Louis.
- e. The sandblasting contractor came out to look at the laundry room floors for the purposes of assessing them.
  - i. Louis has been scapping the floors as prep, and he has found that each floor has multiple layers.
  - ii. The contractor stated that he will be able to get the floors down to a clean cement.
  - iii. The contractor mentioned to Brian as a possible option that instead of repainting the cement, he could apply a clear coat.
  - iv. Iona stated that it is important to have signage in advance of the sandblasting work.
- f. Allen discussed that Westside has appeared to change their accounting and invoicing system as of late, because he has been receiving invoices with no invoice number on them. Additionally, they have been continually billing the Association for wrong amount per the contract, as they have added sales tax in two different amounts. There was a brief discussion between Brian and Allen about this matter.
- g. Brian then stated that he has been in touch with Travelers regarding the accident, and the claim is in the works.
- h. The water valves are in progress and being changed out. The project is nearly complete.
- i. The power lines for Building 30 Outlook have been looked at by CL&P and the foreman has contact Brian stating that the wires are only frayed on the exterior, and the exterior is only insulation. The CL&P foreman stated that the wires themselves are fine, and that nothing is going to be done at this time. There was a brief discussion about this topic amongst Brian and the Board.
- j. Brian continued the discussion of his manager's report, many other items were discussed and some new matters and inquiries were brought to his attention, such as: (a) The need for an additional outlet in the presentation display area in the basement of Building 20 Outlook. (b) Louis should remove all of the hardware from the windows in preparation for the renovation project. (c) Some of the basement windows were not closing properly. They were cleaned and are now functioning properly. (d) Marty had a discussion with \_\_\_\_\_ about replacing the roof on garage #1. Ted inquired about also replacing the roof on garage # 6, as there is constantly water all over the floor year round. (e) There are 2 smokers on the 3<sup>rd</sup> floor of one of the buildings, and the exhaust fan in the common hallway is right by their doors, so it is pulling the smell out into the hallway. There was discussion of what can be done with the exhaust ventilation system to help prevent this. (f) Marty mentioned that there was an exhaust fan issue on the first floor of Building # 30 Outlook as well.

## 7. Old Business

- a. Marty announced that effective March 31<sup>st</sup> please walk your own recyclables to the blue dumpster. Louis will no longer be picking up the recyclables.
- b. The heating report shows a savings of \$2,500 for the first three months of the winter; however, the final report will not be available until September.
- c. A discussion of the sidewalk clearing issue began. Westside has had issues with keeping the sidewalks clear of snow, and so the owner came out to meet with Marty and Ted to discuss the cause of the issues and how to best address them.
  - i. The sidewalk on Farmington Avenue is an ongoing issue with potential slip and falls because the Town of West Hartford's snow plows push the snow on the sidewalks after Westside has already cleared and treated the sidewalk. Additionally, this sidewalk is in front of a North facing building and so it receives little to no sunlight
- d. Marty then requested that Brian contact the Public Works Department to request that the parking on Outlook be limited to one side of the street, and preferably the east side of the street.
  - i. Allen then suggested sending a letter to the school requesting that its employees limit their parking to the school's parking lots.
- e. The vehicle accident by the # 869 Building was discussed briefly.
- f. A new contract with Turf Master was signed. Ted will meet with the manager on-site to address the issues with the fertilization from last year.

**8. New Business**

- a. The New Business Agenda items had been addressed in Brian's Managers Report. The discussion topics for this portion of the meeting were quickly reiterated while moving down the agenda items list.

**9. Open Forum**

- a. Kathy Sibley was the first to speak. Kathy stated that after one of the recent snow storms she did not receive mail for several days. When she next saw the Postman she asked him what the reason for the interruption in delivery was and he stated that it was because the sidewalks had not been cleared of enough snow. There was a brief discussion about this and Marty discussed Westside's efforts to clear the sidewalks with a bobcat, but reiterated that the sidewalks are an ongoing issue.
- b. Patty Brulotte was the next to speak. Patty wanted to give clarification to a roof issue that was discussed during the garage roof discussion mentioned in Manager's Report. Patty stated that a layer of decorative stone had been placed on the garage roofs originally, and it was much more aesthetically pleasing than the current roof. Perhaps this can be done when replacing the garage roofs. Marty then discussed the different kinds of roofs, and that ballasted roofs are what the garage's originally had and that yes they were much more aesthetically pleasing. The Association can think about doing that when it comes time for the garage roof project, but the costs, lifespan, and durability of the different roofing materials will all have to be considered when it comes time to pick out the roofing material for the garages.
- c. Diane Shimoda-Peterson was next to speak. Diane inquired about the following topics: (a) Westside replacing the Dogwood Tree, (b) When will the new washers and dryers be installed, (c) What the cost of the bike racks will be and what is the reason for the bike racks, (d) Is the Westside Website up and running, if not when will it be up and running, (e) Has the Board decided on a meeting schedule yet for this year, and When will the 2013 Fiscal Year Audit Report be ready for Unit Owners to review. All of Diane's inquiries were answered and the topics were each briefly discussed by the Board, Allen and Brian.
- d. Joyce Falkin was next to speak. Joyce inquired and voiced concern regarding the following topics: (a) The faltering phone lines in Building 869, there is something wrong with the AT&T service in that building; (b) Why are minutes not posted somewhere for unit owners to have their own copy, and if they are where are they posted; and (c) There is a dog in Building 869, it is either a golden retriever or golden lab. Joyce voiced concerns that the Association went from a "no pet" association to a "cats only" association, and she does not want to see the same mistake happen with dogs. This topic was addressed thoroughly by the Board and Brian.
- e. Patrick Miller spoke next. Patrick suggested that the Association use the Newsletter as a vehicle to encourage unit owners to get more involved in the community. Diane stated that she does include an article in the Newsletter before each June election targeted at trying to encourage unit owners to run for a position on the Board. The conversation then moved to a multi-person discussion regarding a personal outreach strategy for community, with a committee to welcome new unit owners and a social for each building in a volunteer Unit Owner's home.
- f. Allen stated that he had received an Email from Dave Heilbrunn stating that a Beta Westbury website is up for the Board to review, but that the website is still being built and so it is not technically up and running yet for Unit Owner use.
- g. Marty shared with the Unit Owner's present the idea of replacing the Association's paper copying expense with a copy machine to save money. Marty knows of a particular refurbished Big Imagine Cannon copier, it is an intermediate copy machine which matches the Association's copying needs, with a very low number of copies on it for a reasonable price point of \$5,000.
  - i. This topic was discussed in depth for a short period of time. It was decided that an estimate for a service contract for the machine was needed.
  - ii. It was also stated by a unit owner present that this is a Board decision. Marty replied that he agreed but that he wanted to share the idea with the community to put it out in the open and to see if it was a welcomed idea, as it will be owned by the Association.
  - iii. It was asked if the committees would have access to the copier and Marty replied that the entire community would have access to the copier to copy things that are Westbury related. (i.e. – the Newsletter, Committee Reports, Board Packets, Agendas, Notices, etc.)

**10. Next Meeting**

- a. Marty stated that the Board is still trying to find a day of the month to hold the Board meeting this year. The Board is trying to accommodate as many people as possible in picking a day. There was discussion over days that might work.
- b. It was decided that for now the First Thursday of the month will work. There will be no March meeting, as this meeting was at the tail end of February.
- c. No bodies present were opposed to changing the day of the meeting.
- d. Marty stated that the next Board of Directors meeting would take place on Thursday, April 3<sup>rd</sup>, 2014.

**11. Adjournment**

- a. Marty asked if anyone would like to make a motion to adjourn the meeting.
  - b. Ted made the first motion. Ilona seconded the motion. No bodies present were opposed. Motion carried.
  - c. The Meeting was adjourned at 9:14 p.m.
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**12. Executive Session**

- a. The Board then met in the Executive session after the conclusion of the public session to discuss existing or potential litigation or mediation, arbitration or administrative proceedings; to discuss labor or personal matters, such as delinquent accounts; to discuss contracts, leases and other commercial transactions to purchase goods or services currently being negotiated; and to prevent public knowledge of a matter to be discussed if the Executive Board determines that public knowledge of the matter would violate the privacy of any person.

Minutes Respectfully Submitted by:

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Elizabeth Young