

APPROVED

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

Held: Tuesday, August 18, 2015

The meeting was called to order at 7:03PM by Alan Shechtman, President. Board members present were: Joyce Falkin, Vice President; Ted Calabrese, Treasurer; Lynn Swanson, Director; Susan Ahearn, Recording Secretary, and Alan Shechtman. Also present were Alan Comrie, Bookkeeper and Brian Milano, Property Manager. A Motion was made to approve the Minutes of the July 21, 2015 meeting. There were no corrections or additions. The Motion to approve the minutes as recorded was approved. Reading of the Minutes was waived by the Board.

Alan called upon Brian Milano, Property Manager/Imagineers, to present an update since the last meeting:

- Luis Colon repaired the Bldg. 30 elevator on Sunday, August 16, replacing a blown fuse;
- Luis has painted "The Westbury" sign facing Farmington Avenue;
- Luis and Brian met with an occupant in Bldg. 869 concerning peeling paint forming on his bathroom ceiling;
- CVG Window Cleaning/Bristol performed services on building exterior windows, including 44 Outlook Avenue;
- A storm-damaged tree was removed at the driveway end of Outlook Ave; a second tree is scheduled to be removed on the north side of the driveway. Stumps remaining will be ground down, debris removed, and the grass area will be re-seeded;
- Brian, Joyce Falkin and Ted Calabrese met with A. J. Lemieux of JH Property Services/Newington on Friday, August 14, to do a "walk around" the property;
- Brian has telephoned TurfMasters regarding weeds throughout Westbury lawns. TurfMasters related that heat and dry conditions do not deter weeds from growing. They can spray again when heat conditions subside;
- Luis and the pest-control vendor who comes to Westbury on a monthly basis inspected all buildings for evidence of silverfish, roaches, etc. They could find no evidence of infestation. Several members of the Board suggested that the vendor provide his schedule for Westbury so that he could be accompanied by one or more Board members on his next visit. Lois Menold is willing to show the vendor the damage done in her unit. Alan Comrie is to provide a copy of the vendor's contract to Brian for contacting the vendor.
- Brian will follow up with a visit to the basement of Bldg. 869 regarding a request from Joyce Falkin concerning water supply that was turned off and which supplies water to a hose used for maintaining the garden area along the east driveway. Joyce asked that the soaker hose be taken away, and that the water not be turned off inside the building so that it would not be necessary to turn on the water at the faucet located on the ceiling of the laundry room in 869. Brian stated he would remove the soaker hose.
- Heavy rain on Saturday, August 15th, may have caused water to form in the basement laundry area, east wall, of Bldg. 869. Brian is to alert Luis to contact residents who had water coming from their storage areas.

There were no further remarks from Brian to the Board.

Financial Report: Alan Comrie Through July 31, 2015, Westbury realized a surplus to its bottom-line results of \$27,311. Alan and Lois Menold have been working on a preliminary budget analysis, and

they are including some current items in the budgeting process such as tree removal, window cleaning. On a year-to-date basis, Westbury is in good financial condition, again showing a favorable gas-line item variance of \$11,133, as well as favorable results in line items for fire protection and the maintenance worker. Alan reported he has accrued \$5,400 for Westside (\$4,000 plus \$1,400). Concerning Westbury's cash on hand, all bank accounts total to \$556,439.29. Some pending issues are: deferred maintenance and information from Alan Shechtman regarding the long-range planning meeting on Monday, August 24. Further, Alan and Lois have a very rough draft of the budget thus far, and there will be no increase to Westbury's insurance policy as CAU insurance is at a flat rate.

Alan was asked about providing financial data in the monthly newsletter since the August newsletter was distributed to both owners and tenants. Alan replied that this is a Board decision. Also, Alan reminded everyone that there is an MLS (Multiple Listing Service) exhibit in hard copy as well as on Westbury's Web site (Resident Guide), providing sales of Westbury units. Whether or not to update or retain that information in the Guide would be a Board decision.

Committee report: Finance

Lois Menold stated that Westbury is in good condition re: a budget forecast. After consulting with a specialist, Lois is able to furnish a projected increase of 3 to 5 percent on the water line item. Also, the tenant in rental unit no. 106, Bldg. 869, expressed a desire to continue to rent her unit. Lois stated firmly that no financial information should appear in the monthly newsletter. She would also like to meet with Alan Comrie on August 24, if possible.

Old Business — Renovation of the Common Areas

Alan Shechtman reported that progress is being made with Tim Wooldridge who displayed three design schemes to the Board, which in turn will be presented to all interested owners. The Board is waiting for one additional cost figure — a carpeting price — which Alan hopes to have tomorrow, at the earliest. The Board will use that dollar figure and re-work Tim's estimated overall cost analysis. Tim has prepared design boards for all three buildings for owner reference, showing color schemes, textures, etc. At the interested-owners' meeting, Tim will provide his reasons for making the design scheme selections and answer any questions from owners. Tim estimates that October will be the start date to begin the renovation, one building at a time, with three or four workmen on site at any given time.

Garage Roof Replacement Proposals: the Board needs to compare the three proposals received with the previous LKG expense in 2013. While JP Carroll's quote was highest of the three, they will guarantee their work for 20 years. Kalinowski of Webster, MA and Exteriors of CT, LLC quoted second and third highest, respectively. Joyce Falkin asked if all garage roofs will have been done, following this replacement, and Alan Shechtman and Brian Milano answered affirmatively. The replacement work could be done regardless of weather conditions. This expense would come from Westbury's reserve fund. Alan Shechtman will look at prior expense records regarding garage roof replacement work.

Landscaping Contract / Winter Damage Reparation: Alan Shechtman reported that Westbury is nearing its contract acceptance with JH Property Services of Newington. Several Board members met

with A. J. Lemieux, JH representative, and did a “walk around” the property on August 14. JH does both landscaping and snow removal and received a very positive endorsement from Hampshire House.

The meeting was cordial, and members of the Board felt A. J. was knowledgeable and reasonable when they pointed out landscaping issues that require attention.

Several members of the Board are not comfortable with the performance of Westside’s last visit. Specifically, mulch that was spread behind Bldg. 20 was not of the quality expected. It was suggested that a sample of the mulch be taken to Moscarillo’s/West Hartford and inquiry made as to the quality and kind needed. Alan Shechtman expressed concern as to how much of Westside’s payment should be withheld. Regarding the JH contract, members of the Board expressed the following concerns: the start and ending contract dates are not synchronized in several places; the edging of flower beds falls under the category of mulching; edging should be a part of the full contract and not an additional charge. Regarding snow removal, JH should return to Westbury after a snow event, during daylight hours. Joyce Falkin raised the point that TurfMasters is shown in the JH contract, and Westbury has not had satisfactory experience with TurfMasters work. Alan Shechtman stated that JH should begin immediately to perform our landscaping service, and revisions to the contract will be discussed among the Board. Alan also stated that he would ask Moscarillo’s to evaluate a sample of the mulch from Westside. Further, Westside will be informed that Westbury will no longer require their services.

New Business — Attorney Scott Sandler’s Comments on Investor/Owner “Cap”

Alan Shechtman sent the Board via e-mail, response from Attorney Sandler who cited two CT communities having placed restrictions on owners leasing units. There was discussion among several Board members, and Joyce Falkin stated she has asked Ted Calabrese to pursue with the individuals at their respective communities regarding details. Board members would like to put this subject on hold for several months, as the overriding focus currently is on the interior renovation and the budgeting process.

Westbury Newsletter

Joyce Falkin reported that Patrick Miller had worked very hard to prepare the August newsletter, and she would like to see the format continued. A significant number of residents expressed that they would like to receive future issues electronically. Alan Shechtman stated that both paper and e-mail versions of the newsletter were distributed. Prior to the August distribution, there were questions posed about the format; however, the intent was to get the newsletter out and into the hands of all residents. Patrick had printed copies ready to distribute by July 26. If there are owners who would like to volunteer their expertise with formatting, they are encouraged to offer suggestions. Joyce reminded all that items for inclusion in the next issue need to be sent to her attention as soon as possible in order to meet the September 1 distribution.

Meeting: Long-Range Financial Planning / FY 2016 Budget / Reserve Fund Options

The Board and Lois Menold, Chair of the Finance Committee, met on Monday, August 24, at

approximately 7:10 to discuss issues involving costs anticipated for the interior renovation, garage roof repair, etc. The meeting was a discussion-only gathering; no action was taken by the Board. Alan Shechtman and Alan Comrie have updated the reserve fund estimates, strategizing on how monies will need to be spent. Alan Shechtman stated the updating activity was based on the version prepared by Jim Woodward. Alan Comrie stated that what has been updated is now much more comprehensive.

A double-sided handout was provided to the Board (“The Reserve Fund — Deferred Maintenance Package”) which was a condensed version of a 100+ page document containing more detailed data. Using specific software, the model performs calculations internally which provide projected expenditure amounts for future planning, repairing, restoring, etc. Examples of reserve-fund expenses are: HVAC, siding, foundation, windows, doors, door locks, alarm system, gutters, painting, elevator, plumbing, front steps, etc. Alan Shechtman provided explanations to the Board, citing as an example HVAC expenses projected, using data as shown in the handout. The Board expressed satisfaction and appreciation to Alan Comrie and Alan Shechtman for their efforts, stating that this update is and will be a valuable reference tool going forward.

Proposed Protocol for Bids / (Non-Emergency) Projects

Joyce Falkin related that she has prepared a bid form with a list of items for the property manager, after realizing that when vendor bids are received, taxes and other details are not always included. She again stressed the need for the basic three vendor bids for all project work. Joyce distributed copies of the draft form to the Board, Brian Milano and audience members, further stating that she would like Brian’s feedback on the form, with discussion at the September Board meeting. Alan Shechtman related that the form should make it easy for both Westbury and Imagineers to gather complete information without having to return to the vendor for details such as the amount of sales tax, working days/hours, length of time for project, and other specifics.

Proposed Changes to Move-In/Move-Out and Renovation Guidelines

Joyce referred to a letter dated July 23, 2015 from a unit owner sent to the Board concerning moving and renovation guidelines. There have been attempts and conversations at Board meetings over the years but efforts to make residents aware of and adhere to the guidelines have failed. Westbury did a mailing in Spring 2014 to owners based on the Resident Guide. The mailing was a one-page condensation of items to be aware of and act upon before moving in or out as well as making changes to the interior of one’s unit requiring a vendor on site. Several owners came to realize that the procedure for issuing the one-page mailing should have been executed in the opposite manner; for example, the information should have been distributed but without stating that, “The Board of Directors has reviewed the attached ... and has approved them subject to proper notice and opportunity to comment...” The one-page mailing and owner comments were not specifically addressed at subsequent Board meetings in 2014. Joyce has asked Kathy Sibley and Diane Shimoda-Peterson to take on this project, and they have agreed to pursue these subjects.

Audience to Visitors

Lois Menold of Bldg. 869 stated that someone should be present at the time of a resale to educate a

new owner about the move in/out and special delivery deposit. Alan Shechtman replied that the resale event is a favorable time to inform the would-be owner about the deposit process; however, there are many ways we can talk about collecting a refundable deposit.

Rose Derensis of Bldg. 869 asked about the monies that Westbury will pay to Westside Landscaping. Alan Shechtman replied that the amount would be a “ballpark figure”, citing the fact that we have made known to Westside the damage done to asphalt driveways, sidewalks, and a corner of the fascia on the garage roofs. Alan further stated he would be talking to Mike Hodges very soon.

Hillary Keller of Bldg. 30 expressed her appreciation for receiving the August newsletter, and especially receiving notification when an owner dies.

Jo Magnan stated that she can see water entering around the foundation area of her storage unit. Joyce Falkin offered to lend her a fan for drying up the water. Also, Jo is aware of air coming into her unit via her windows. Alan Shechtman asked Brian Milano to arrange for an inspection. Jo would like to have some attention given to these concerns before October.

Mrs. Ching Shen of Bldg. 30 asked about contacting Imagineers regarding a service request. Alan Shechtman replied that she should leave a message with Barbara Struthers at Imagineers. If the request is of an emergency nature, leave a message at any time, and Imagineers will respond.

Rose Derensis mentioned that there is a window in the common area of Bldg. 869 that has a damaged screen and needs attention.

Jo Magnan stated that she thought the August issue of the Westbury newsletter was very good.

Patrick Miller stated he is aware that the Board is looking at enforcing the move in/out process and may delay the subject as the interior renovation gets underway. Our buildings could be subjected to even more damage during this time, as moves continue to occur and residents entering or exiting Westbury pay little attention, if any, to the guidelines for moves and interior renovations. The enforcement process for following the guidelines can't happen too soon.

Murray Zinman of Bldg. 20 asked if anyone had a garage to rent. Several suggestions came from Board such as putting a notice in the building lobby; also, including a notice in the Westbury newsletter.

Rose Derensis expressed concern that a garage could be rented to a non-resident. Alan Shechtman replied that to his knowledge, this has not occurred and if an available garage is not offered for rent to a non-resident, there is no need for concern.

There were no further questions or comments from the audience.

A Motion was made to adjourn the meeting, with the Board giving unanimous approval. The meeting ended at 8:30 PM. The next Board meeting will be held on Tuesday, September 15, 2015.

There was no Executive session.

Susan Ahearn, Recording Secretary