

The Westbury Condominiums Association, Inc.

Newsletter

Winter 2013 Edition

BOARD AND COMMITTEE ACTIVITIES

Audited Financial Report - The Board has received the final copy of the audited financial report for the fiscal year ending September 30, 2012. Copies of the final version of this report will be available upon request. If you would like to receive a copy please drop a note in the Association's mailbox at 20 Outlook Avenue or write to the Association at Westbury Condominiums Association, Inc., 20 Outlook Avenue, West Hartford, CT 06119.

Farmington Avenue Construction - The Town reports that the MDC will continue to work on replacing water lines over the winter. Work is proceeding on schedule. In July 2013, the Town expects to start replacing the road and curbs beginning at Trout Brook Road and proceeding east to Ardmore Road.

Attorney Services - Attorney Herb Isaacson is now affiliated with a firm that does not represent condominiums. The Board has sought and received names of attorneys who specialize in condominium law. They plan to interview candidates shortly.

Bookkeeping, Accounting and Resale Information - Mr. Alan Comrie is the Association's accountant and handles all resale activity. Contact Alan at 860-839-1853 or leave Alan a note in the Association's mailbox in the lobby of 20 Outlook Avenue.

Emergency Procedure Plan - The Bylaws Committee has been requested to review a draft of an Emergency Procedure Plan that was developed by a temporary committee. This Plan outlines procedures to be taken by residents in the event of a major electrical power outage, fire or any other disaster affecting The Westbury. This plan has been reviewed by the Bylaws Committee and has been sent to unit owners for Notice and Comment.

Interior Renovation of Common Areas - A draft, outlining the scope of the project for the renovation of the common areas, has been sent to the Ad Hoc Committee. The Committee, in conjunction with the Board, will review the draft prior to requests for proposals. Revisions and additions can be made to the scope during the review process.

Resident Information Guide - All owners and tenants residing here should have received a Resident Information Guide. This Guide contains essential information about life at The Westbury and addresses topics such as: parking policy, pet policy, renovations and additions to units, recycling and moving and special delivery rules. Please familiarize yourself with its contents. Tenants should request a copy of the Guide from their landlord if they did not receive one at the time of move in.

Move In, Move Out And Special Deliveries - Unit owners and tenants are

responsible for informing **Imagineers** of all move ins, move outs and special deliveries. In addition, all residents must instruct their movers about the move in and move out rules. Movers are not allowed to access the buildings through the front entrances nor use the elevators. They must enter and exit the buildings through the rear stairwells and doors. Refer to the Addendum Pages A-10 through A-12 of The Resident Information Guide for details.

Work Completed: garage door rails lubed; leaves and debris blown from garages; quote received from Simplex Grinnell for fire alarm upgrade; fire door signs installed; fascia cladded on northwest corner of the garages.

Work Pending: resolution of window issues; resolution of Carrier air conditioner motor failures; closing and sealing of basement windows; action on fire alarm upgrade; repair of A/C sheet metal covers for Buildings 869 and 20 (work scheduled for spring); receipt of cost for renting generators for use during electricity outage; resolution of basement leaks; action on garage roof gutter water flow improvement plan; receipt of billbacks for plumbing and ceiling repairs; receipt of quote from LKG for roof repair and fascia cladding for northeast corner garages; receipt of quote for upgrading electricity in units from fuses to circuit breaker boxes; installation of supplemental lighting on the side of Building 20.

NOTICES AND REMINDERS

Snow Removal - In the morning following a storm, all vehicles parked in the driveway must be moved by 7:30 AM to allow for snow removal.

Laundry Facilities - Residents are reminded to remove their laundry from the washers after the cycle ends at 28 minutes, and if using a dryer, to remove clothing after the 50 minute cycle ends. No clothing is to remain on the top surfaces of either the washers or dryers overnight or for more than 24 hours. **It is each resident's responsibility to remove lint from the dryers after use.** If the washer, dryer or coin slot is not working properly, please refer to the 800 number posted on the wall or access the Web site for Automated Laundry and request service. Do not assume someone else will report a malfunction.

Indoor Trash Chutes - A sign posted above each trash chute lists items **not for disposal**. Non-disposal items include raw or cooked foods and animal litter. These items should be bagged and tossed in the outdoor brown dumpster. Improper disposal of items results in the malfunction of equipment.

Service Requests - All service requests should be submitted to Imagineers' Administrative Assistant Barbara Struthers at bstruthers@imagineersllc.com or by calling 860-218-1529. Requests can also be mailed to her attention at Imagineers, LLC, 635 Farmington Avenue, Hartford, CT 06105. Business hours are 8:00 AM - 5:00 PM, Monday through Friday.

Mailbox Name Tags - If a new mailbox name tag is needed please submit your request via the Association mailbox at 20 Outlook Avenue or contact Lois Menold at 860-570-0051 or at loismenold@comcast.net.