

CONFIDENTIAL

**WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE MEETING
SEPTEMBER 7, 2010**

A meeting of the Buildings and Grounds Committee of the Westbury Condominiums Association, Inc. was held on Tuesday, September 7, 2010. Chairperson Joyce Falkin presided. Present were Diane Shimoda-Peterson, Kathy Sibley, and Board liaison, Alan Shechtman.

The meeting was called to order at 7:00 p.m. A motion was made and seconded to approve as written the minutes of the August 2, 2010 meeting. The motion was passed and the minutes were approved.

Joyce began the meeting by asking Alan for details about the scheduled meeting with Architect Peter Chow on Wednesday, September 8, 2010. Alan stated that Mr. Chow informed him that the bid package is nearly complete and that he wished to meet with Committee members to discuss the refurbishment of the vestibules. Joyce stated that she thought that the vestibule work should be included with the interior corridor and lobby work, however, she felt it would be useful to hear Mr. Chow's suggestions. Alan said that the original plan was to have the vestibule renovation listed as an option in the bid package. The carpenters would then have the opportunity to bid on this separately from the front entry work. Alan also said we may want to consider doing minimal work such as sanding the inner lobby doors. Joyce went on to say that Evan Walsh of Arteffects sent her an e-mail requesting information about our intent regarding their proposal to design and fabricate signage for us. Joyce will inform him by e-mail that the signage work will take place at the tail end of the project.

OLD BUSINESS:

Establish Time Lines for Front Entry Ancillary Work: Joyce stated that the awnings should be removed before the carpentry work on the front entrances begins. Once the carpentry work is completed the new awnings will be installed. The electrical work will follow thereafter. The signage work will be deferred until later. The Committee anticipates that the bid package can be sent to carpenters by September 13, 2010 and be returned by October 4, 2010. The Committee will take a week to review the proposals and check references. They will choose a carpenter by October 11th. That will allow five weeks for the work to be completed. November 15, 2010 is the date written in the contract for completion of the entire project.

1. Recommend to Board Target Date to Purchase Lights and Door Hardware: The Committee hopes to have made a decision on the choice of hardware by October 1, 2010. If so, we will recommend to the Board that we purchase the lights and hardware immediately afterward. The lights are a special order and will take a couple of weeks to arrive.

Recommend to Board Target Dates to Sign Proposal from Electrician and Proposal from Awning Vendor: Dates undecided.

Recommend to Board Target Dates for Ancillary Work to Begin: November 16, 2010 or shortly before or after, depending on when the carpentry work is completed.

2. Prepare Questions, Recommendations/Choices to Submit to Peter Chow Regarding Ancillary Work: Alan agreed that the Committee members may meet with Mr. Chow at a latter date to discuss our recommendations regarding the colors for the awnings, front entries and doors and the main Westbury sign; hardware selection; awning design ie. placement of logo and numeral; and main Westbury sign design. There was some question as to whether or not the carpenter will do the painting or if he will subcontract the work. This is something we need to clarify. We would like to meet with Mr. Chow prior to submitting our recommendations to the Board for final

approval.

3. Review Westside Contract with Possible Objective of Increasing Services: Our contract with them continues past September 30, 2010 and extends until September 30, 2012. We are all in agreement that overall service has been poor this summer. The weeds are tall and numerous and the brush and clippings behind the dumpster have not been removed in a timely manner. Oversight is sorely lacking. Alan requested that the problems be enumerated before he speaks to Brian. He also suggested that Lon Brotman should be responsible for providing oversight and contacting Brian about these issues. Joyce commented that Westside's proposal for the cost of mulch lacked pertinent information such as the quantity, the quality/type and the cost for labor.

Alan informed us that on September 13, 2010 the garages will be swept and Enhanced Management will notify the residents regarding this.

4. Beech Tree Stabilization: Joyce reported that the arborist said that the beech tree in front of Building 869 could survive for another five to ten years if it was cabled, treated for carpenter ants and scale, and fitted with a copper plate to divert water. A Turf Master employee said that if the tree is treated for the insect infestation it may last another two years. It would cost about \$800. to stabilize the tree. Joyce recontacted the arborist and he assured her that if treated, the tree would last at least five years. Joyce would like to recommend that we attempt to save the tree. Joyce also said that the price for pruning the tree outside Mary Canty's window at Building 20 would cost \$175.

5. Status of Rock Garden Wall Work: The wall needs to come down before the drainage and paving work begins. Alan will contact Rupert Manning about the work.

NEW BUSINESS:

1. Security Issues re: Dumpster Diver: A man has been regularly observed taking bottles from the recycling area and has also been spotted going through the bags of garbage in the dumpster. Kathy reported that he comes by about twice each week. People are concerned about identity theft. Joyce reiterated the need for private property no trespassing signs. Alan advised that we call the police and report the intruder whenever he is seen making his rounds.

2. Location of Recycling Bins re: Snow Removal: We have eight recycling bins and space for only four. This poses a potential problem when snow is plowed. If the shed is moved to a different location it will free up space to accommodate the other four bins. Before the driveway is paved the dumpster, bins and shed will have to be moved. This is a golden opportunity to relocate the shed.

3. Annual Buildings and Grounds Work Calendar: The Committee will maintain an annual master calendar with all important work activity dates, contract dates and any other relevant dates.

4. Hazardous Waste: The hazardous waste collection date for the town of West Hartford is on September 25, 2010. Items can be dropped off at the Public Works Garage on Oakwood Avenue Extension. A notice will be copied, printed and hung on the rear entry doors of each building alerting residents of this date.

5. The Buildings and Grounds Committee approved the purchase of a mountain laurel to replace a dead shrub behind Building 20. The Committee thanks Kathy Sibley for her generous gift.

The meeting was adjourned at 8:44 p.m.

Our next meeting is on October 4, 2010.

Respectfully submitted by Diane Shimoda-Peterson

CONFIDENTIAL**Date:** Wed, September 8, 2010 11:14:25 AM**Cc:****Subject:** Recap of meeting with Peter Chow

Recap of meeting with Peter Chow of Oak Park Architects on September 8, 2010.

The following items were discussed at the meeting:

1. Vestibules: The vestibule refurbishment will be listed as a separate option in the bid packet. Because the interiors of the buildings will be renovated in the future it was suggested that as an interim measure that we sand and refinish the paneling, moldings and doors (inside and out) in Buildings 869 and 20. An alternative idea is to sand and refinish the moldings and doors and to paint the walls. The painter who is engaged to paint the exterior entrances can also do the vestibule work.

In Building 30 Peter suggested that the square panels and doors be sanded and refinished and that we retain the current wallpaper. The inside of the doors facing the elevator are painted the same color as the interior woodwork and will remain as is.

Peter suggested that in the future we may wish to remove the slate and install a tile or stone border around the perimeter of the vestibule and purchase carpets for the center that can be removed and cleaned.

Peter thought that the turn around time for receipt of proposals from the carpenters would be about two weeks from the time they are sent to them. Joyce will give him the names of two carpenters and Peter will send the bid package out to six carpenters in total. The carpenters will be directed to send their proposals to him for review. Peter will then make a recommendation to the Committee regarding the choice of a carpenter.

2. Front Entries: Peter reported that crown molding above the doors will be cut back, flashed on top and fitted with end caps. The end caps will follow the contour of the existing molding. He will build in an allowance for replacement of any rotted wood. The carpenter will be responsible for removing and installing the new awning. That way a specific person will be accountable if any problems should arise.

3. Awnings: Peter thought that design wise, the awning with our logo and building numeral on the "valance", would look fine. He suggested that we consider making the valance rigid by adding a horizontal bar (he said vertical but I think he meant horizontal) along the bottom so that it does not flap around.

4. Paint Colors: It was suggested by Alan, and Peter concurred, that the color of paint on the front entry doors, windows, architectural details and moldings be in the same color family with a slight difference in color. The paint will relate to the color of the window frames and would highlight the architectural details but the contrast would not be jarring. The windows and doors would be one color and the architectural details and molding would be a subtle variation of the same color. The cement threshold would be painted the same color as the surround.

BUILDINGS AND GROUNDS REPORT TO THE BOARD 9/13/10

All board members should have received a copy of the minutes of 9/7/10.

To inform those who have not read the minutes:

The committee developed numbers for various potential projects and submitted them to the board for consideration as part of the budget for FY11.

The committee has tried to establish time lines for various aspects of the front entrance project. We expect the bid packet to go out this week, with a return date of 10/4. The committee will take a week to review the proposals and check references, expecting to make a recommendation to the board on choice of carpenter by 10/11, which would allow five weeks for the work to be completed by 11/15.

The committee will make recommendations to the board concerning the purchase of lights and door hardware, and selection of an electrician and awning vendor over the next few weeks. As agreed, we expect to meet with Peter Chow, of Oak Park Architects, before making final decisions on our recommendations.

We discussed what we feel has been poor performance by Westside this summer and suggested that since we are approaching the first anniversary of a three year contract that it would be a good time to discuss these issues. It is thought that it would be helpful to get Lon Brotman involved in both oversight and communication with Westside.

We discussed tree work, including stabilizing the beech in front of 869, which should extend its life for five+ years, pruning the river birch in front 20 O to provide more light in affected apartments, removing a branch of the white oak that overhangs the sidewalk at the corner of Farmington and Outlook, and cabling the white oak on the south of 30 O. This work can be done for slightly under \$1,200. and should be done ASAP. Virtually all of the work is necessary for safety and liability reasons.

A dumpster diver has been spotted, opening bags of trash and going through them. He seems to come on a regular schedule ; people are concerned about identity theft. If seen, he should be reported to the police.

The recycling bins, as placed, will pose a problem for snowplows in the winter. We have discussed relocating the utility shed to the south parking area, which would permit the bins to be placed within the space between the bays of the garages.

The committee will post a notice of the town's hazardous waste collection 9/25 on the back doors of all buildings.

Our thanks to Kathy Sibley for the purchase of a mountain laurel to replace a shrub that died behind 200.

We met with Peter Chow, at his request, on September 8 to discuss possible work on the vestibules as part of the front entrance project. Such work would be priced separately. It is the committee's feeling that a major overhaul of the vestibules should be part of the renovation of the interior common areas and that anything done to the vestibules at this time should be minimal.

Joyce Falkin
For the committee