

WESTBURY CONDOMINIUMS ASSOCIATION, INC  
BOARD OF DIRECTORS MEETING  
JUNE 21, 2012  
MINUTES (draft)

Attending: L. Swanson, M. Levitz, R. Huhtanen, A. Sheckman arrived 7PM and D. Rosow arrived 7:15PM  
Also attending: Alan Comrie, ARC S.S. and Stan deMello, Imagineers

M. Levitz opened the meeting at 6:35PM.

Minutes of the May 17<sup>th</sup>, 2012 Board meeting were approved on a motion by R. Huhtanen, seconded by M. Levitz and passed unanimously.

The Board agreed to review the minutes of the June 4<sup>th</sup>, 2012 annual meeting at their July 2012 meeting.

Election of officers was postponed pending the arrival of A. Sheckman and D. Rosow.

P. Brulotte, chair of the Ad Hoc Committee reported that the committee had no new activities since its last meeting.

L. Menold of the FINCOM reported that the electricity provider contract with ConEd had been renewed because they offered the best deal for cost savings.

There was no report of the Bylaws Committee.

A. Comrie presented the financial report for May 2012. He advised that at eight months into the current fiscal year we are operating well under budget thanks to savings in electric, gas, and maintenance costs. Mr. Comrie will follow up with CNG concerning access problems to their monthly history reports. Alan Comrie will file updated annual reports with the CT Secretary of State.

Stan deMello of Imagineers reported on work orders related to windows and a door lock issue.

Mr. Huhtanen reported that following distribution of revised parking rules to amend those in the "Resident

Guide”, there were no comments received. A motion was made, seconded and passed to adopt the revisions and to implement the changes including acquisition of a sign.

Mr. Huhtanen provided the Board with copies of the West Hartford Building Inspector’s final inspection report on the steps at #30 Outlook Avenue. This report found that the steps “passed” that inspection.

The Board agreed to have Imagineers contact Accent Glass to deal with windows issues in several units.

Mr. Huhtanen reported that he would be working with Imagineers to secure additional quotes for fire alarm work.

There was no update on Spring-Summer plans pending engagement of a maintenance person.

Mr. Huhtanen reported that LKG Contracting and a sheetmetal contractor had made an inspection of roofs and a/c equipment and would be submitting a proposal for corrective work.

The Board discussed the implementation of a plan for a thirty to thirty two hour per week on-site employee. Following discussion the Board voted to go forward with the plan and to have it implemented after proper notice to our existing contractor, Admiral Cleaning; to work out coverage details with Imagineers; and to acquire necessary equipment and supplies.

There was no report regarding the emergency generator Issue.

Mr. Shectman reported that B. T.Lindsay’s office was following up with Greg Mirando of Carrier concerning the failure of a/c fan motors.

The Board agreed to schedule a/c filter replacements at #30 Outlook after the on-site employee begins work.

Mr. Comrie reported that neither of the two owners billed for tub drain repairs had submitted payment. He indicated that reminder invoices had been sent for these billbacks. The Board agreed to refer this collection issue to Atty. Isaacson. Mr. Comrie will contact Atty. Isaacson. He will also send followup invoices to these two owners concerning billbacks for ceiling repairs assessed to them as a result of tub drain leaks.

Stan deMello of Imagineers reported that he had had four excavating contractors out to look at proposed drainage improvements. He also confirmed that the Town wants to approve drainage improvement plans before they are implemented.

There was no updated report regarding garage roof conditions.

The Board discussed the engagement of a consultant to assist the Ad Hoc Committee and the Board with the development and implementation of renovation plans. Following discussion R. Huhtanen made a motion to have the Board negotiate further with Quisenberry-Arcari to obtain a fee less than \$4800 for their initial services and to negotiate for additional services from Quisenberry-Arcari to develop sufficient documentation to enable the Association to obtain competitive bids for the work. This motion was seconded by D. Rosow and passed.

The Board discussed the Association's current insurance policy which ends on Oct. 1<sup>st</sup>, 2012. Following discussion the Board agreed to obtain a loss history from its current

insurer; to develop outline specifications for new coverage; and to seek quotes thru agents representing competitive carriers.

The Board voted to elect officers for the year. Those elected were as follows: Alan Shectman, President; Marty Levitz, Vice-President; Dan Rosow, Treasurer; and Bob Huhtanen, Secretary.

The Board heard comments from unit owners regarding windows, package delivery security; and outside stairwell drains.

The Board agreed to hold its next meeting on July 19<sup>th</sup> at 6:30 PM

A motion was made, seconded and passed to adjourn at 8:00 PM.