

WESTBURY CONDOMINIUM ASSOCIATION, INC.  
BUILDINGS AND GROUNDS COMMITTEE MEETING  
JANUARY 4, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on January 4, 2010.

Chairperson, Joyce Falkin presided. Present were Ilona Levitz, Diane Shimoda-Peterson, and Board liaison, Marty Levitz in lieu of Alan Sheckman.

The meeting was called to order at 7:00p.m. The December 7, 2009 minutes were unanimously accepted.

MEETING NOTES:

Joyce began the meeting by asking Ilona Levitz for her report on the front entrances project.

OLD BUSINESS:

1. FRONT ENTRANCES REPORT: Ilona has received proposals from Ray Martin, Tony Esposito and Eric Hartung. Scott Savoie of Tanglewood Builders will forward his proposal upon its completion. The proposals vary widely in scope, detail, materials and price. Ilona consulted with Marty Levitz, Board president, who has expertise with these types of issues. He advised that we hire a structural engineer to assess the soundness of the entrances and to determine what the needs are and what is salvageable. The engineer would develop a bid packet which would include restoring and/or rebuilding the entrances to its present design. The Committee will have to ask the Board to approve funds in order to hire an engineer. Joyce asked how hiring an engineer differed from hiring architect, Jack Kemper which the Board looked unfavorably upon. Marty replied that the Kemper proposal was for a redesign and the consensus of the Board was to maintain the present design. The Committee wished to know the budget for the project. Marty stated that originally \$60,000. was budgeted for the stairs, railings and entrances. To date, \$38,000. has been spent on the stairs and railings, leaving a balance of \$22,000. for the entrances. Marty presented two options for the Committee's consideration based on each entrance costing approximately \$25,000 (figure based on Tony Esposito's proposal for rebuilding the entrances).  
OPTION 1: In this fiscal year (FY), ending September 30, 2010, there is enough money to cover the cost of one entrance if the remaining balance of \$3,000. is covered from the reserve fund. The cost of the second entrance could be paid for by monies budgeted for FY2011 beginning October 1, 2010. This would allow for two entrances to be built in consecutive months in mid-summer and early fall. The work on the third entrance could not begin until the early fall of 2011. It would be paid for by monies budgeted in FY2012 beginning October 1, 2011.

OPTION 2: The work on all three entrances would begin and finish in the year 2010. The first and second entrances could be paid for in 2010 (see above explanation). The third entrance could be paid for by an assessment of \$342.46 (\$25,000. divided by 73 units) that would be levied against each owner. The Committee is in agreement that completing all three entrances in 2010 is preferable to delaying an entrance to 2011. Marty will give Ilona a list of local structural engineers and she will interview and explain our needs to them. When presenting our recommendation to the Board, FINCOM and residents, it is felt that a structural engineer's findings would give strength to our argument if we should decide it is wise to rebuild the entrances. The Committee is very aware of the need to be fiscally and structurally prudent as well as esthetically strong which Marty emphasized throughout the discussion.

AWNINGS: Ilona spoke with the representative from State Awning Company. He said that we may view a green awning at The Packard on Farmington Avenue and another awning, color unknown, on a building located on Robin Road. He stated that the original light colored awning was chosen by Buster Vinick and that a light color is more visually uplifting as opposed to a dark color which is more oppressive. The Committee is interested in seeing a salmon colored awning and is open to other color choices. Diane viewed a brick building with a black awning in N.Y.C. which was very handsome.

2. DISCUSSION OF PROPOSALS SUBMITTED BY RAY MARTIN, TONY ESPOSITO, SCOTT SAVOIE, AND ERIC HARTUNG: Because we do not have all four proposals in hand we could not adequately discuss them. However, we did agree that mahogany wood, suggested by Ray Martin, does not need to be utilized and that the Titan (Eric Hartung) proposal was for a repair not a restore job. We also agreed that Tony Esposito's proposal was the most comprehensive.

3. SINGLE VENDOR MANAGEMENT COMPANY: Alan Shectman was absent from the meeting. Report still pending.

4. STATUS OF RECOMMENDATIONS TO THE BOARD RE: TREE ESTIMATES: Marty Levitz concurred with Joyce that the Walgren estimate was high and he will try to renegotiate the price. He will also call another vendor for a quote. He stated that a large pine tree behind Building 20 may be added to the list of trees that need to be felled. Joyce inquired what was the town's requirement regarding the replacement of trees. Marty said they wished to know what trees are replacing the ones that were felled. Rick from Walgren has suggested trees for replacement.

5. STATUS OF RESIDENT LIST REQUEST: Marty will ask the Board for their opinion on releasing the resident list to the Buildings and Grounds Committee. The Committee is interested in the owner's names not the renters.

6. STATUS OF PROPERTY MANAGER CONTRACT REQUEST: Still pending.

7. NEWSLETTER REPORT: The Committee is in agreement that we would like a Westbury newsletter published. Enhanced Management can produce a generic newsletter with our input. Initially, the impetus for the newsletter will come from Buildings and Grounds, however, we view it as a self-sustaining project. Kathy Sibley has volunteered to work on it with another person who is to be determined. It is proposed that the newsletter be published four times per year and include information on projects ie. what, when, how, reiteration of rules ie. winter parking, and positive information ie. electricity savings.

#### NEW BUSINESS:

1. TIME FRAME FOR REVISION OF BUILDING AND GROUNDS MEETING DRAFT MINUTES: It was agreed that the turn around time for correction of the minutes will be submitted by members to the secretary no later than seven days after the members receive the draft.

2. REVIEW OF CHENAIL CONTRACT: Joyce has the contract which is up for renewal. She will call Chenail and discuss if there are any changes to the contract and request that they send a communique each time a service is performed describing what took place.

3. RESPONSE FROM LON BROTMAN AND /OR ADMIRAL RE: NON-PERFORMANCE OF CLEANING TASKS: See below.

4. BUILDING MONITOR REPORTS: Joyce and Ted Calabrese discussed the overall cleanliness of the buildings and concluded that because the carpets, walls, etc. are in poor condition there is very little visible improvement after they are cleaned. However, the laundry and basement floors are not being washed as outlined in our contract. They think this is due to the fact that we do not have enough hours contracted with Admiral for the worker to do an adequate job. Joyce will talk with an Admiral representative about our concerns before we renew our contract.

Our next meeting is February 1, 2010.

The meeting was adjourned at 8:30 p.m.

Respectfully submitted by Diane Shimoda-Peterson