

WESTURY CONDOMINIUMS ASSOCIATION, INC
BOARD OF DIRECTORS MEETING
APRIL 25,2013
MINUTES (draft)

Attending: R. Huhtanen, M. Levitz, A. Sheckman Absent: D. Rosow
Also attending; A. Comrie B. Milano and W. Nardi of
Imagineers

A. Sheckman called the meeting to order at 6:35PM.

The Board reviewed the draft of the minutes of the last Board meeting which was held on February 21, 2013. Following review, a motion was made by R. Huhtanen, seconded by M. Levitz to amend the first paragraph on page two of those minutes to say that the Board would open an account at either Peoples Bank or at any other bank whose deposits are insured by the FDIC. The motion passed.

Under committee reports;

P. Brulotte reported that the Ad Hoc committee had chosen colors for the laundry room painting project.

S. Ahearn reported that the proposed revision to the "Resident Guide" concerning parking rules was complete and subject to the Board's approval would be sent to all unit owners for notice and comment..

L. Menold reported on certain parking space allocations and was advised by the Board that she and A. Comrie should assign spaces in as fair a manner as possible. She also requested copies of the annual audited financial report as well as other financial reports.

A. Comrie presented the Association's financial report for Feb. 2013. He advised the Board that he will amend the financial reports in the future concerning the "Operating Surplus" transfer. Further, he provided a new report which tracks hours and costs for the on-site worker. He reported that \$200,000 had been moved from First Niagara Bank to a new account at Rockville Bank. He presented a "short" report for the month

ending March 31,2013. He indicated a need to close out an account with a current balance of \$833.55.

B. Milano of Imagineers presented the property manager's report. He provided an update on the progress of the fuse/breaker project. He reported that Roybal had inspected and serviced fire extinguishers. He provided quotes for mulching landscape beds. He reported on a fire alarm issue in #30 Outlook. He reported that existing laundry room paint had been tested and presented no lead paint hazard. This project is to be done as a "filler" job by our on-site worker.

Following Milano's report, the Board reviewed quotes from E.A Quinn and Westside for mulching beds. A motion was made, seconded and passed to approve the quote from E.A. Quinn at a cost of \$4838.93 including tax. A quote from Westside for top soil and seeding was taken under advisement. Westside is to repair the snow removal damage to the lawn area in the rear of #869 at their own expense.

M. Levitz reported on a broken elevator stop switch in #869. The switch requires replacement. Otis quoted \$695 to replace the switch. Following discussion the Board approved the Otis quote but requested that Imagineers check to see if it would be cost effective to replace these stop switches in all three elevators.

The garage door cable project was discussed. Since it now appears that all garage owners have been made aware of this project that this matter should be closed.

Under 'windows issues', the Board discussed the cold weather condensation on the inside surfaces of certain windows in Kellers and Shimoda-Peterson units in #30 Outlook. R. Huhtanen suggested a plan to have BT Linsay use data loggers and other sensors we own to measure relative humidity, air temperature, and window frame surface temperature to help determine the cause of the condensation. However since this is a 'cold weather' event that this plan be delayed until December 2013. The Board voted to implement this plan in Dec. 2013.

A. Comrie reported that Atty. Howard Rosenberg had accepted appointment as 'agent for service' for Westbury. All of the required paperwork concerning his appointment has been filed with the Ct Secretary of State.

Under old business the Board agreed to discuss the status of 'billbacks' in Executive session.

The Board reviewed a quote for re-roofing garage spaces 50-66 at a cost of \$14,675 including tax but subject to extra costs to replace plywood decking where necessary. The quote was received from LKG Contracting. Following discussion a motion was made, seconded and passed to approve this quote. This is a replacement fund expense.

The Board discussed the A/C roof matter and agreed with R. Huhtanen's suggestion to have B. Milano meet with LKG Contracting to examine all roof top A/C units on roofs at #869 and #20; to determine which A/C units require attention; to determine in each case the type of work required; and to seek quotes from qualified contractors to accomplish that work.

The Board discussed the elevator repairs required in #30 Outlook which had been damaged when a tenant of a unit owner improperly forced the elevator door to remain open during a move. Following discussion a motion was made, seconded and passed to bill the unit owner, DR Outlook, for the cost incurred by Westbury to have Otis respond to this matter. The approximate cost of the Otis invoice is \$350. The unit owner to be billed for the actual invoiced cost.

The Board re-visited its decision regarding the placement of lockboxes. Following discussion the Board agreed to make no change to its prior decision to require that lockboxes be permitted only in the rear door areas of buildings. The Board received a report that the awning contractor, Awnings Plus had completed repairs to the awnings as agreed.

The Board reviewed a draft prepared by the Bylaws committee of the proposed changes to parking rules and procedures.

Following review a motion was made by R. Huhtanen, seconded by M. Levitz to approve these changes to parking rules and procedures and to send them out to all unit owners for notice and comment. The motion was passed.

The Board reviewed a proposal from Otis Elevator to add an "OptiGuard" door protection system to each of our three elevators at a total cost of \$7000 for all three elevators. A motion was made, seconded, to approve this proposal and to charge this expense to the Operating Fund.

M. Levitz presented a letter from the West Hartford fire marshal dated April 24, 2013 which indicated that the stairs in our buildings including handrails, etc. are OK so long as no structural changes are made to the stairs.

Under new business the Board discussed the draft of the RFP for interior designer services. Following discussion, a motion was made by R. Huhtanen, seconded by M. Levitz and passed to send the RFP to interior designers identified by the Ad Hoc committee or Board or to others who wish to offer proposals.

R. Huhtanen reported on the need to secure and organize association records and files stored in the 'office' in the basement of #20 Outlook. Following discussion the Board agreed to have A. Comrie and R. Huhtanen develop and implement a plan to do so.

B. Milano presented the Board with copies of a proposed renewal contract for management services provided by Imagineers. There are no changes in any portions of the existing agreement. The Board agreed to renew the contract with Imagineers after satisfactory review of the contract language and provisions.

The Board discussed correspondence from the State regarding elevator operations. Imagineers is to work keys and access to elevator equipment with Otis elevator. The Board agreed to contact Lenny Geer, LKG Contracting concerning whether or not the West Hartford building inspector approved the plexiglass skylights on the elevator shafts in #20 and #869

The Board discussed preparations for the Annual Meeting. The meeting will be held on Monday, June 3rd, 2013. It will open for 'sign-in' at 6:30 PM and the business of the meeting will open at 7PM. A. Comrie will be responsible for mailing notice of the meeting to all owners.

The Board discussed a letter of resignation from Lynn Swanson. Following discussion the Board voted to accept her resignation and to fill the vacancy at the Annual Meeting.

Under 'audience to visitors' the Board heard comments regarding the AdHoc Committee, the RFP, a possible dog in #869, trash disposal, and the fuse/breaker project.

The Board set its next meeting for Wednesday, May 15, 2013 subject to the availability of B. Milano to meet on that date.

A motion was made, seconded and passed to enter Executive session to discuss legal and collection matters.

Following the return to regular session, the Board agreed to have A. Sheckman continue his pursuit of outstanding fees and costs owed to Westbury by two unit owners.

R. Huhtanen reported on a bill from Levy & Droney which was issued on Dec. 31st, 2012 regarding collection of fees and charges. Mr. Huhtanen reported that this bill was allocated among the two owners 'in collection' based on the itemization in the Levy & Droney bill. A motion was made, seconded and passed to bill each of the two delinquent owners as per the allocations.

There being no further business a motion was made, seconded and passed to adjourn the meeting at 8:40PM.