

The meeting was called to order at 7:05 PM by Alan Shechtman, President. Board members in attendance were: Joyce Falkin, Vice President; Lynn Swanson, Director; and Susan Ahearn, Recording Secretary. Also present were Alan Comrie, Bookkeeper and Brian Milano, Property Manager. Alan Shechtman asked for a Motion to approve the Minutes of the February 16, 2016 Board meeting, and also asked if there were corrections or additions to the Minutes. Joyce asked Susan if corrections to the February 16, 2016 Board meeting Minutes had been made. Susan indicated revisions would be made to those Minutes before they are posted to Westbury's web site. The Motion to approve the Minutes of the February 16, 2016 Board meeting with corrections were approved and seconded by Board members.

Financial Report – Alan Comrie

Alan informed the Board that he has created a new section in the financial report, "Reserve Fund Analysis (YTD Budget /Actual, as of March 15, 2016)" on Page 55 in the February financial package. He also brought the Board up to date on February results: on a YTD (year-to-date) February 2016 budget v. actual, Westbury experienced an excess of \$16,570, attributable to positive variances in electricity, gas consumption, the maintenance worker line item, General Repairs & Maintenance, Fire Protection, and HVAC service. On a month-only comparison (February 2016 v. February 2015), excess revenue resulted in \$3,108 for 02/16 v. \$803 for 02/15. Cash balances by Fund at 02/29/16: Operating: \$91,580.36; Reserve Fund: \$367,789.11 for total Cash on Hand balance of \$459,369.47 as of 02/29/16. Cash balances by Bank at 02/29/16: United Bank Reserve Account: \$46, 333.06 and at First Niagara, the Operating & Reserve Fund balance was \$413,036.41, totaling to \$459,369.47 as of 02/29/2016.

Alan also reported that in his Reserve Fund Analysis as of 03/15/2016, an amount — \$413,000 — had been allocated in the Reserve Fund Study; however, costs expended to date (03/15/16) amount to \$368,542, leaving a variance of \$44,458. Alan also informed the Board that the \$413,000 might "come in lower".

Lynn Swanson asked Alan why laundry income is not posted in the financial package. Alan responded, saying that Westbury only receives payment on a quarterly basis from Automated Laundry.

Committee Report – Finance/Lois Menold

Lois was absent.

Alan Shechtman is to contact Lois regarding her status as the committee liaison.

Property Manager's Report – Brian Milano

- Luis Colon has installed new light fixtures on ceilings in Bldg. 869;
- Luis has cleaned and polished inner lobby door thresholds in the buildings, some being brass and one having a bronze finish;
- Automatic Laundry has agreed to furnish a front-loading washer in Bldg. 30;
- Brian reported that the roofer, Kalinowski Construction, will be meeting with him during the week of 03/21/16;

- Brian received two quotes for concrete work: one at \$10,700 and the other at \$11,500; he is waiting on a third vendor for a quote;

Property Manager's Report – Brian Milano (cont'd.)

- Brian related to the Board that the Move-in/Move-out rules “seem to be working”;

Joyce informed Brian that the Board needs to know when moves are scheduled and provide the Board with a copy of the Agreement form, after he or Luis (as Designee) has inspected and signed the form. For Home Improvements, Brian is to forward a copy of the Project Agreement Form to the Board for their review and approval before any further action occurs. Upon completion of the project, it is the Board and the Property Manager together who will perform the inspection of the interior common areas. Brian needs to communicate with the Board as moves, both in and out, and home improvement projects occur.

- Brian stated that a potential owner inquired about having a sub floor added to her basement storage area. She also asked about marks or stains on the ceiling area of the unit she was shown. Brian stated he would speak to the potential owner about the ceiling condition;

Alan Shechtman replied that it is not the Association's responsibility to provide sub-flooring in a basement storage area; that is an expense for an owner.

- Brian inquired from the Board whether the recycling procedure in Bldg. 869 would begin in Bldgs. 20 and 30;

Joyce stated that she discovered a bag of garbage in the recycling bin in Bldg. 869, and since the February Board meeting, a resident (not an owner) has written to the Board stating dissatisfaction if the same recycling procedures begin in Bldg. 20. Joyce further stated that some plan could be arranged for this resident so that negotiating the basement stairs could be avoided.

Alan Shechtman responded that the Board should delay the recycling procedure in Bldgs. 20 and 30 for another 30 days and he would like to “fine-tune” this issue.

Lynn Swanson inquired about whether the hallway trash chutes could be opened and used. Both Alan Shechtman and Brian Milano stated that Luis could open the chutes. Joyce would like to continue the basement recycling procedures begun in Bldg. 869 for another month as well as continue a discussion of opening the compactors.

- Brian related that a resident in Bldg. 30 contacted him about a “chirping” noise coming from Unit 203; he will pursue the noise;

Joyce mentioned that the security system “buzzer” in Bldg. 869 was not working. Alan Shechtman replied that the camera portion of the system is not working.

- Brian related that the tree work is still “in process, as Marchion & Faucher have not returned for three weeks”;

Property Manager's Report (cont'd.)

Joyce reported that she had a conversation with Marchion, and they agreed to take down the large pine in front of Bldg. 869 as the first activity when they return to Westbury. Regarding Bldg. 30, Unit 301 windows issue, Joyce asked Brian to write an e-mail to the manufacturer, Graham, for a status report. Alan Shechtman stated that Westbury might want to hire Lockheed (the window installer) to remove the perimeter trim and inspect the installation as well as photograph the findings. If Lockheed agrees to come on site, Westbury would ensure to have caulking done. Alan further asked Brian to obtain the costs for this activity.

Brian concluded his report to the Board.

OLD BUSINESS — Report on Common Area Renovation

Alan Shechtman reported that the interior renovation process is trending on schedule. Lobby and floor furnishings have been ordered and received. Black and white photo prints of West Hartford historical sites and businesses will be displayed in inner lobbies of the buildings as well as in resident hallways. Work has already begun in Bldg. 30.

Reconsideration of Pet Rules

Alan related to the Board that he spoke with Scott Sandler of Perlstein Sandler concerning the issue of pets in condominium communities. Scott Sandler stated that the only true and unchallenged way to have policies regarding pets is to have language in a condominium association's declaration and not in the rules' section of the documents. Perlstein Sandler's charge for an amendment to our declaration initially would be \$2,500 with the understanding that a survey of owners' opinions on having pets at Westbury would take place before any work was undertaken by Perlstein Sandler.

Joyce concurred, stating that this is an important issue and should be approached accurately and be fair to all. For the present, the Board will "table" this issue.

NEW BUSINESS — Guidelines for Moves and Home Improvements

Joyce reported that these guidelines have not been observed.

Cover letter, Notice to Cease and Correct

Joyce explained to the Board a draft of a "cover" letter and "Notice to Cease and Correct" form that the Board is to approve for mailing to all residents – owners, non-resident owners and tenants, with regard to rules compliance. The cover letter cited a few examples of rules violations. The "Notice..." a one-page form that the owner or tenant in violation receives, states an opportunity for the violator to respond without further consequence, if the violator agrees to cease and/or correct the violation and refrain from further violation(s).

Alan Shechtman made an observation, stating that he would like to see the first sentence of the Notice revised to read: "This letter is to inform you or your tenant of an alleged violation..." rather

Cover letter, Notice to Cease and Correct (cont'd.)

than the language, "This letter is to inform you that a complaint has been made against you (or your tenant(s) for the alleged violation..." Joyce replied that this change will be made to the "Notice" letter. She then proposed a Motion that the Board approve the cover letter and "Notice to Cease and Correct".

There were two Board members voting in favor of the cover letter and "Notice to Cease and Correct", and one Board member voting against the Motion.

The Motion was approved to distribute the cover letter and "Notice" to Westbury residents (owners, non-resident owners and tenants) and revise the language in the first sentence of the cover letter as requested by Alan Shechtman.

AUDIENCE TO VISITORS

Diane Shimoda-Peterson of Bldg. 30 asked Brian Milano what his experience had been with regard to owners' and tenants' attitudes toward rules for living in a condominium community. Brian replied that residents were generally willing to comply, and it was the exception when a resident did not agree or refused to comply after receiving a notice. Diane further asked how would the violator be notified? Brian and several Board members replied that a notice would be sent via Certified mail as well as First Class mail.

Kathy McGrath, Bldg. 30, Unit 206, asked about unit doors being painted. Alan Shechtman explained that the Board chose a paint color for the doors to complement carpeting, woodwork and hallway décor in all buildings. The outside color of unit doors must be in conformity as this portion of the door would be a common element.

Kaitlyn McGrath expressed her appreciation to the Board and Brian Milano for having a front-loading washer installed in the laundry area of Bldg. 30.

Lauren Gormer, Bldg. 20, Unit 103, was concerned about the "Cease and Correct" letter and several Board members answered to her question.

Patrick Miller of Bldg. 30, expressed concern regarding the "Cease and Correct" letter, asking "where does it go?" Joyce explained that if the violator indicates he will correct and/or refrain from further violations, he must sign the letter and return it to Brian Milano, at the Imagineers' address shown on the signature form. If the violator wishes to contest the notice or does not respond, the Property Manager would be in contact with the violator to arrange a Hearing. It is the Property Manager's responsibility to keep an up-to-date file of notices sent to violators as well as notices responded to and the respective outcomes of the violations.

Patrick Miller also inquired about furnishings in the lobbies and resident hallways. Alan Shechtman responded that lobbies would have chairs and a table against a wall in the area of the inner lobby of each building. On resident floors, a table and lamp would be placed at the end of each hallway, the table top to be protected by glass overlay. There would be enlarged black and white prints of former

AUDIENCE TO VISITORS (cont'd.)

businesses and sites in West Hartford of years past, mounted on walls in resident halls as well as an enlarged print (black and white) mounted on the wall in the inner lobby of each building. There were no additional questions from the audience.

Alan Shechtman stated that the date of the April meeting would be April 19, 2016, at 7:00 PM.

Joyce Falkin made a Motion to adjourn the meeting. The Motion was approved and seconded by Board members in attendance. The meeting was adjourned at 8:10 PM.

Joyce also made a Motion for the Board to hold an executive session. The Motion was approved and seconded by Board members to go into executive session.

Susan Ahearn
Recording Secretary