

Corrected minutes, February 2, 2010 Building and Grounds Meeting

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From: Gerald Shimoda-Peterson handyjerry@att.net
Sent: Wed, February 3, 2010 11:59:56 AM
Subject: Buildings and Grounds Minutes, Tuesday, February 2, 2010

Westbury Condominium Association, Inc.
 Buildings and Grounds Committee Meeting
 February 2, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on February 2, 2010. Chairperson, Joyce Falkin presided. Present were Ilona Levitz, Diane Shimoda-Peterson, and Board Liaison, Alan Shectman.

MEETING NOTES:

The meeting was called to order at 7:00 p.m. Joyce began the meeting by asking Ilona Levitz for an update on the front entrances project.

OLD BUSINESS:

1. FRONT ENTRANCE REPORT: Ilona called the Board members and received approval to contact structural engineer, Carl Cianci. They requested that she ask him the following questions. 1. How much destructive work to the front facades will need to be performed? 2. What is the time frame between the structural assessment and the commencement of reconstruction work? 3. What time of the year can the work be done? 4. Can the bid specs be incorporated into the recommendation/assessment? 5. What is the payment process? 6. What kind of guarantee is assured?

Mr. Cianci replied that some deterioration may exist behind the wood and may not be observed until the destructive work is completed. He advised that we hire a contractor/carpenter to open one or two door jambs prior to inspection so that he can do an inspection based on fact and fewer assumptions. He will walk with the carpenter to all facades and at no extra cost and show him what needs to be removed. The work can be done at any time of the year and the specs can be incorporated into the recommendation. Mr. Cianci estimates that the total fee for the work would range from \$750. to \$1,000. The hourly rate is \$140./hr.

If a sketch is included in the report the rate is \$75./hr.

STRUCTURAL ENGINEER REPORT: Mr. Cianci will outline his findings on all three entrances and will examine the exterior, interior and basement space (for cracks in the cement). He will prepare a report on his findings "indicating the condition of the door assemblies as well as recommend a scope of work to restore the entrances." This information can be used as part of the bid package, however, we will need to hire someone with the knowledge to put the bid package together. Ilona will contact Tony Esposito and explain our situation to him and ask if he would be willing to accompany Mr. Cianci and do the destructive work. She will also inquire about the cost of the work. The sequence of the project will unfold as follows: 1. meeting between engineer and carpenter, 2. destructive work, 3. assessment,

4. recommendation/specs, 5. compilation of bid package with specs, contracts and deadline date, 6. submission of bid package to vendors

SCOTT SAVOIE REPORT: To date, Scott has not submitted a proposal. Joyce will call him and inquire if he is still interested in working on the project.

AWNINGS: State Awning will send us a large sample of the salmon colored awning for our consideration.

INTERIOR DOORS AND OUTER LOBBIES: Alan suggested that we refinish the interior doors and outer lobbies as part of the project since the newly refurbished exterior entrances would open immediately onto shabby interiors. He thought the refurbishing of these areas could be done for a reasonable price. He will present this proposal to the Board. He stated that the upcoming major projects for 2010 are the entrances, driveway and drainage work.

2. STATUS OF REQUESTS FROM BOARD:

RESIDENT LIST: Marty was going to ask Alan Comrie to include a note with the monthly invoice to the owners requesting their permission to give out their phone numbers to the Buildings and Grounds Committee in order that we may solicit members for our committee, however, it did not go out with the most recent invoice. Alan Shectman suggested that we compose a letter stating our desires and Alan Comrie can then send it out to the residents.

CONTRACTS WITH WESTSIDE AND THE PROPERTY MANAGER: Joyce has received all the contracts via e-mail, however, has been unable to print them due to a computer snafu. She will seek assistance to remedy the problem and print the contracts thereafter.

3. STATUS OF SINGLE VENDOR MANAGEMENT REPORT: Alan related that the Board continues to be interested in working with a single vendor management company. It is a short term objective as opposed to a long term goal. The Board, however, needs to determine what they want before they can send out proposals and interview vendors. Alan will discuss this with the Board and see if the process can be moved along. A compilation of all our contract fees will give us some idea of what kind of monies are available. *(correction, requests for proposals) JSP*

4. ESTABLISHMENT OF A NEWSLETTER: Kathy Sibley is no longer interested in working on a newsletter and there are no other volunteers, however, the Committee will continue to pursue this. Alan suggested that a letter outlining the need for writer volunteers be sent to him via e-mail so that he can run it by the Board.

NEW BUSINESS:

1. RECOMMENDATION TO THE BOARD, RE: CHENAIL CONTRACT: Joyce will inquire whether or not the proposed Westside Landscaping Contract includes tasks currently being performed by Chenail. Once this is determined recommendations can be made regarding our contract with Chenail.

2. RECOMMENDATION TO THE BOARD, RE: ADMIRAL CONTRACT RENEWAL: During the month of January there were a couple of problems regarding the removal of trash. On Martin Luther King Day there was a substitute cleaning person and the recycling barrels were stuffed with plastic bags containing recyclables and compost waste. Joyce called Admiral and informed them that Paine would not pick up the material in plastic bags and Admiral said they would take care of it. A few weeks later, Joyce was notified that large bags of recyclables were stashed under the stairs of all three buildings. She called Admiral again and they said that the two incidents were unrelated. The recyclables were subsequently removed. Joyce further reported that the basement floors continue to be unwashed and that there are a lot of personal possessions ie. stoves, boxes, bed etc. stored in the common basement area. It was decided that we will request that Lon Brotman send out a general notice letter to all residents reminding them that it is a liability issue and that all personal belongings should be stored in the storage units and that the common area should not be abused. It is thought that the stoves belong to Judy Elbaum. If so, she should be requested by letter to remove them or face a penalty. A general cleaning/clearing out of the common storage areas in all buildings is highly desirable.

REORGANIZATION: The Committee discussed at some length the necessity for change and strategies to improve conditions. We all agreed that a reorganization was in order. Some of the ideas discussed were hiring a superintendent, hiring a part-time all around cleaning and general maintenance person, contracting with a single vendor management company, paying Board members for their work or Board members limiting themselves to setting policy and not involving themselves in the day to day running of the organization. Ilona stated that she wished to see the work completed on the major projects before

we took on any additional expenses ie. hiring a single vendor management company or individual. Alan said that completing our projects and hiring someone are not necessarily exclusive of each other. We all wish to see the projects completed and are all mindful of the budget situation.

3. DRAFT LETTER FOR INVITATION TO BID TO SPECIFICATIONS ESTABLISHED BY STRUCTURAL ENGINEER: On hold until until further notice.

4. BUILDING MONITOR REPORTS FOR MONTH ENDING JANUARY 31, 2010:

BUILDING 869: Recyclables left under stairs, unclean basement and laundry floors, personal possessions in common areas.

BUILDING 20: Recyclables left under stairs, insects in light fixtures.

BUILDING 30: Recyclables left under stairs, report of missing personal belongings left under the stairs, (stored at owner's own risk), defective light was replaced on the second floor hallway by an electrician.

5 SHARING OF INFORMATION PRIOR TO MEETINGS: In order to insure productive meetings, members will make every effort to share information for discussion prior to the meeting date.

Please note, our next meeting is changed to WEDNESDAY, MARCH 3, 2010.

The meeting was adjourned at 8:50p.m.

Respectfully submitted by Diane Shimoda-Peterson