

# CONFIDENTIAL

WESTBURY CONDOMINIUM ASSOCIATION, INC.  
BUILDINGS AND GROUNDS COMMITTEE MEETING  
AUGUST 2, 2010

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

The meeting was called to order at 7:00 p.m. and the minutes of the July 5, 2010 meeting were approved.

## OLD BUSINESS:

### FRONT ENTRANCE PROJECT:

#### 1. STATUS OF PROPOSAL NEGOTIATION WITH MARK WELCH OF OAK PARK ARCHITECTS:

Bob Huhtanen has sent a draft of a proposed agreement between the Westbury Condominium Association, Inc and Oak Park Architects to the Building and Grounds Committee members and the Board of Directors and has asked for their comments. The proposed agreement outlines the scope of work and compensation schedule for the Refurbishment of the Front Entry Doors and Vestibules for our three buildings. Joyce, Kathy and Diane have forwarded their comments to Bob and listed some of the items that they thought should be addressed, included are: the time frame; chronology of work; ancillary projects (awnings, lighting, locks, hardware and signage); and whether or not we should list the main front entrance carpentry work separately from the vestibule work and request separate bid figures for each part of the job. It was Joyce, Kathy and Diane's understanding, from comments made at the last Board meeting on June 22, that both Bob and Dan Rosow thought it would be wise for Mark Welch to provide oversight of the ancillary projects. Alan stated that Bob and the other Board members were not fully aware of the ancillary projects. Diane suggested we draft a letter to the Board outlining the specific ancillary projects and provide them with estimates and/or a range of costs. Ilona stated that she had presented information on lighting, awnings, hardware and locks at previous Board meetings. The Committee expects to receive a final draft of the proposal from Bob before it is signed with Mark Welch. At this point in time, it has not been determined whether or not the ancillary projects will be included in the Welch proposal agreement.

#### 2. DISTRIBUTION OF QUOTES RECEIVED FROM VENDORS:

**LIGHTING:** Diane gave all members and Alan a lighting package listing the cost of purchasing six Hinkley lights from three different vendors. The package also included proposals from three different electricians with the cost for removing the old lights and installing the new lights, and the cost for trenching, wiring and installing mushroom lights at two and/or at three different sets of stairs at 869 Farmington Avenue. Michel Kurker of Kurker Electric will submit a supplemental quote to his proposal when he returns from vacation on August 9, however, he stands by his verbal quote to remove and install all 6 sidelights for \$360.

**PRICE OF LIGHTS:** These are verbal quotes and the tax is included.

**Discount Lighting:** \$2,334.; **Connecticut Lighting:** \$2,873.; **Beacon Light:** \$2,993.

**PROPOSALS SUBMITTED BY ELECTRICIANS:** Work includes the removal of old lights and the installation of new Hinkley Lights (purchased by us) and the trenching, wiring and installation of two and possibly three mushroom lights at the sets of stairs at 869 Farmington Avenue.

**Venora Electric:** \$150. for removal and installation of lights on all three buildings; \$545. for trenching, wiring and installing 2 mushroom lights, includes labor and materials; \$640. for 3 mushroom lights, includes labor and materials

**Kurker Electric:** \$360. for removal and installation of lights on all three buildings; \$1,282. for trenching, wiring, installing 2 mushroom lights; price for 3 mushroom lights will be included in the supplemental quote.

**Reliant Electric:** \$850. for removal and installation of lights on all three buildings; \$2,350. for trenching, wiring and installing 2 mushroom lights; \$2,800. for three mushroom lights

*Richard Kurker  
(OSP)*

Please see lighting proposals for specific details on the above listed work.

**AWNINGS:** Joyce distributed information about the price for awnings to everyone. The cost, including tax, for only the replacement of three canopies is : **State Awning** - \$3,450., **Awning Place** - \$4,452., **City Sign** - \$5,406

**LOCKS:** Joyce reported that it is difficult to find out the price of new locks without getting the fire marshall involved. New locks may require that we be "up to code." Our existing locks may be grandfathered in. She made numerous in-state and out-of-state phone calls and received little encouragement. She was told "don't do it; don't know anyone that does it; it was a nightmare." In part, because it is a small job, many people consider it a nuisance. **John Perrino of the Brass Boutique** in Canton said he cannot estimate the cost of the job without seeing it. The cost of a "house call" is \$150. The process for refurbishing includes: striping the brass; polishing it three times to a mirror finish; degreasing it (at a temperature of 350 degrees) to remove particles; and applying a durable, warranted coating (at a temperature of 400 degrees). The finish will be warranted to last five to ten years. In order to do this he would have to remove the locks and plywood would have to be placed over the doors to provide security. Joyce also spoke to **Locksmith Lou Hosier** who could give her little advice regarding maintaining our present locks or purchasing new ones. He also could not give her a price on the cost of new locks. **Art Roth** estimated that new locks would cost between \$300 and \$500. each. Joyce will call **Jay P. Restoration** and see if she can get any additional information or advice about refurbishing. Alan will speak to **Lon Brotman** and ask if he has any knowledge about installing new locks and compliance with building and fire codes.

**WESTBURY SIGN:** Joyce submitted estimates from **City Sign** who stated that if the **WESTBURY** sign was the same square footage we would not have to have it approved by the town. The type of lettering used can change the price. She also received prices from **Grafix and Image Works**. The companies also submitted prices for parking signs.

**City Sign:** \$2,104. for double-sided sign, includes removal of existing sign and installation of new sign;

**Grafix:** \$1,855. for double-sided sign with flat lettering; \$2,014. for sign with dimensional lettering; \$700. for removal of existing sign and installation of new sign

**Image Works:** \$1,766. for double-sided sign with vinyl lettering, includes installation; \$2,317. for sign with PVC dimensional lettering, includes installation; \$178. for removal and disposal of existing sign by cutting poles below grade.

**PARKING SIGNS:** Size of sign = 12"x18", The prices are estimated for the purchase of 25 signs.

**City Sign:** \$35. per sign; \$25. per 7' galvanized pole; \$50. to remove old and install new; Total price is \$2,750.

**Grafix:** \$30. per sign; \$35. per 8' galvanized pole; Total is \$1,625.; No installation figure.

**Image Works:** \$35. per sign; \$32. per pole, no size stated; Installation of these signs, if done at the same time as the **WESTBURY** sign, would be \$12. per sign. Prices do not include sales tax. As of this date, we have no estimates for the driveway signs from any of the companies. For more specific details please see attached pages.

3. **COMMUNICATION WITH THE BOARD OF DIRECTORS; RECOMMEND WE RECEIVE DIRECTION FROM ONLY ONE DESIGNATED MEMBER OF THE BOARD:** Alan Shectman will be the designated member from the Board to our Committee. He will alert other Board members that it must be understood that all directives sent to our Committee by other Board members must be sanctioned by him.

At the end of this business meeting Ilona Levitz tendered her resignation from the Buildings and Grounds Committee. She commended the Committee for the work completed thus far and wished us all well in our future work.

The meeting was adjourned at 8:15 p.m.  
Our next meeting is on September 6, 2010

Respectfully submitted by Diane Shimoda-Peterson