

WESTBURY CONDOMINIUM ASSOCIATION, INC.
BUILDINGS AND GROUNDS COMMITTEE
DECEMBER 6, 2010

A meeting of the Buildings and Grounds Committee of the Westbury Condominium Association, Inc. was held on Monday, December 6, 2010. Chairperson Joyce Falkin presided. Present were Diane Shimoda-Peterson and Board liaison Alan Sheckman. Kathy Sibley was absent.

The meeting was called to order at 7:20 p.m. At the conclusion of the meeting a telephone call was made to Kathy Sibley and a motion was made seconded and passed to approve the minutes of the November 5, 2010 meeting minutes as written. Kathy was also apprised of the business conducted at this evening's meeting. The meeting was subsequently adjourned at 8:15 p.m.

UNFINISHED BUSINESS:

1. **FRONT ENTRY UPDATE:** The Front Entry Project is nearly complete. December 8, 2010 has been targeted by Priority Construction to install the remaining hardware. Alan will call Matt of Priority Construction and secure a date for the awnings to be installed; possibly on Friday, December 10, 2010.

2. **SELECTION OF ADDRESS NUMERALS:** Bronze colored, five inch, block shaped address numerals have been ordered from Art Roth Custom Cabinet Hardware. The numerals will be installed vertically on the trim boards closest to the new sidelights. The current color (white) and wattage (compact florescent 26, comparable to 100 watts) in the Hinkley sidelights were discussed. Diane and Alan have reservations about the "white" color and the brightness of the lights. Diane will purchase 100 watt compact florescent (CF) equivalent and the next lower available watt equivalent in a "yellow " color (ID# 27). The yellow CF's will be installed at Buildings 20 and 30 because these buildings are not as illuminated as Building 869. A comparison of all three buildings will be conducted and the illumination of the address numerals will be considered.

3. **NOVEMBER 5, 2010 B &G RECOMMENDATIONS:**

SLATE FLOOR SEALING: The December 7, 2010 date for sealing the floors has been cancelled. Alan will contact and discuss with the Chem Dry representative whether or not to go ahead with redoing the floors now or waiting until the weather is warmer. He will reschedule a work date based on advice received. If the floors are sealed this winter, a longer carpet must be purchased for the foyer of Building 30.

CARPET CLEANING: The carpet cleaning work will follow the slate floor sealing work. It is desirable that Chem Dry be awarded both jobs.

AD HOC COMMITTEE AND DESIGN CONSULTANT: Board Member Bob Huhtanen has drafted an invitation to unit owners to join an Ad Hoc Committee. The Committee will work on the Interior Common Areas Renovation Project. The invitation outlines specific time lines and recommends that the Ad Hoc Committee hire a design consultant at the outset of their work.

4. LANDSCAPING RECOMMENDATION: The Committee received three bids for landscaping work re: pruning branches on the tree overhanging the sidewalk at the corner of Farmington and Outlook Avenue and cabling the tree at the south side of Building 30 outside the windows of Units 107 and 108. It was decided to go with the original decision to recommend that Marchion Faucher do the work because they were the least expensive bidder.

5. PARKING SIGNS: The Committee discussed the need for new parking signs. Suggestions were made to go with a smaller size sign with a beige background with print indicating **reserved and a number**. We may wish to mount the signs on the fence located at the south side of the parking lot closest to and parallel to Bishop Avenue. Because the north side fence belongs to The Bishop, we cannot mount signs there. It was determined that the new fence behind 44 Outlook Avenue is too far removed from the parking lot to have signs mounted on it. The Board must decide on the number and nature of the signs desired. Alan will contact various vendors and look into the cost of purchasing signs.

NEW BUSINESS:

1. ROCK GARDEN WALL: The wall has been reconstructed. Soil is needed to backfill the area so that the ground is level with the wall. Alan and Joyce will measure the area to determine how many yards of soil is needed. Alan has volunteered to pick up and deliver the soil.

2. B&G MONTHLY/ANNUAL CALENDAR: The Committee will develop a calendar indicating weekly, monthly, quarterly and annual tasks to be accomplished by vendors. The calendar will also include vendor contract renewal dates. A copy of the calendar will be given to Enhanced Management so that they may conduct and monitor the quality and timeliness of work. It will be Enhanced Management's role and responsibility to interface with the various vendors to insure that work is completed.

3. JANITORIAL SERVICES CHECKOFF LIST: Diane would like to see a checkoff list finalized, implemented and submitted to Enhanced Management as soon as possible so that

we may collect baseline data and use the information as a reference point when recommending to renew or terminate a contract.

4. **CONTRACTS REVIEW AND RENEWAL:** In FY 2010 the Committee submitted recommendations to the Board regarding amendments to and renewals of contracts. Alan stated that the recommendations were valid but not a high priority at the time. The Committee will again submit recommendations to the Board this fiscal year.

OTHER NEW BUSINESS:

1. **WATER MARK ON LOBBY CEILING IN BUILDING 20:** Over the lobby table in Building 20 there is a water stain on the ceiling. Bob Huhtanen has offered to paint the ceiling in Building 20 for \$100. There is some question regarding owners doing work in common areas and Westbury liability issues. Alan will take this up with the Board.

2. **ABSENTEE MEMBERS:** Both Kathy and Diane will be away for extended periods of time. Any Buildings and Grounds business that needs to be conducted in their absence may be acted upon by the Board if deemed necessary.

3. **OUTSIDE WATER FAUCET AT BUILDING 869:** The front faucet closest to Lois Menold's apartment needs to be fixed.

The meeting was adjourned at 8:15 p.m.

The next meeting will be held on January 3, 2011

Respectfully submitted by Diane Shimoda-Peterson