

WESTBURY CONDOMINIUM ASSOCIATION, Inc.

Board of Directors Meeting

May 13, 2014

7:00 PM

Basement of 20 Outlook Avenue

West Hartford, CT 06119

MINUTES - PROPOSED

1. Call to Order and Attendance

- a. The meeting was called to Order at 7:10p.m. by Martin Levitz, President. The Board holds the Executive session after the conclusion of the public meeting.
- b. Board Members Present: Martin Levitz, Ilona Levitz, and Ted Calabrese.
- c. Additional Parties Present: Alan Comrie, Keeper of the Books.
- d. Board Members Not Present: Jennifer Smith and Daniel Roscow.
- e. Ms. Elizabeth Aheart kept the minutes.
- f. Association Members Present: Patricia Brulotte, # 20-301; Josephine Magnan, # 869-101; Susan Ahearn, # 20-207; Ching Shen, # 30-105; Patrick Miller, # 30-106; Barbara Feinstein, #20-105; Joyce Falkin, # 869-207; Jim and Pat Woodward, #869-201; and Kathleen Huhtanen, #20-304.

2. Adoption of the Minutes of the Previous Meeting

- a. The Tuesday, April 8, 2014 meeting minutes were available for review and acceptance.
 - i. It was noted that no revisions were necessary.
- b. Ted made a motion to accept the April 8th meeting minutes as written, with the noted corrections. Ilona seconded the motion. No bodies present were opposed. Motion carried.
- c. The April 8, 2014 meeting minutes will be posted in the laundry rooms.

3. Committee Reports

- a. *Ad hoc*
 - i. Patty Brulotte the Chair of the *ad hoc* committee, for the interior renovation project, presented her report.
 - ii. Attachment 'A' enclosed with the minutes is a copy of Patty's *ad hoc* report.
 - iii. Patty began the presentation of her report by discussing that this was the 8th *ad hoc* committee report for the renovation project. The following items were briefly discussed during Patty's report and can be referenced in Attachment 'A': (a) Sheri Gold will no longer be able to continue her involvement in the renovation project. (b) The main focus of interest will be the development of an acceptable design scheme. (c) Progress is being made toward finding outside vendors to bring samples of carpeting, lighting fixtures, etc. to be reviewed and decided upon.
 - a. Marty thanked unit owners who attended the carpet tile presentation previous to the meeting.
- b. By-Law Committee
 - i. The April 2014 section of the website has been updated for the annual meeting notice.
- c. Finance
 - i. The Board discussed that there were not any finance committee members present at tonight's meeting; therefore, no report was available to be given.

4. Financial Report

- a. Alan Comrie, Keeper of the Books gave a very thorough and extensive financial report.
 - i. Alan discussed both income and expenses to the Association, specifically those related to consumption of electricity, gas, and maintenance costs. Alan mentioned there was a good amount of resale certificate activity as a source of revenue, and also the elevator shaft leak and car accident in the north driveway that caused wall and turf damage as a loss of revenue.

- ii. Alan also discussed First Niagara's Positive Pay protection. This would only allow for certain checks to be processed through an electronic check run. The checks could only be approved by the Board, which would prevent any instance of fraud.

5. **Manager's Report**

- a. Comcast will be coming to clean up the wiring at 30 Outlook. They came out and cleaned up some of the wiring and will be sending out a separate crew to clean up the rest.
- b. Louis will be using a new format from now on for reporting his times to Westbury.
- c. The laundry room of building 20 has been both sandblasted and painted.
- d. A noticed was posted about extending the recycling picking up by Louis.
- e. Garage clean out is this Saturday, May 17, 2014, to be done by Westside.
- f. The new laundry machines were installed May 1, 2014. The error codes on the card readers were fixed May 12th, and all transactions corrected.
- g. The quote for the wall damage is \$950.00, which includes adding cement to stabilize the wall.
- h. The quote for paving and raising the drain at the exit to Farmington Avenue is \$2,446.00. The original contractor was contacted to come out, but has not returned an evaluation. Brian will look into the crack sealing in the driveway. It was mentioned that the crack was the result of work done by Maglieri Construction & Paving.
- i. Brian walked the property with Westside. The tree in front of building 20 will be replaced next week. The ivy behind building 20 has a fungus, which will be treated free of charge to see if all ivy must be removed. The idea of putting in a smaller bed with shrubs in it came up and will be quoted.
- j. The Comcast quote for two lines will be \$48.00 per month as well as a \$99.00 installation charge.
- k. A letter has been drafted about the noxious smells emanating from units in building and sent to the Board to review.
- l. Brian met with Rupert Manning for quotes to extend the stone wall 50 feet where the erosion is would be \$2,150.00.
- m. The repair of the stairs near building 20 that Westside hit will cost \$200.00 and will be billed to Westside.
- n. The repair of the crumbling masonry wall along the border and fence will be \$900.00.
- o. To complete repairs in all three buildings near the stairwells, including scraping, compounding, sanding, priming, and painting to match will cost \$2,950.00.
- p. To dig two trenches, 36 and 45 feet, and backfill after the piping is in place will cost \$2,750.00
- q. Brian did a walk through with Louis of all buildings 4-27 including the roofs, which revealed some standing water on the roof and the need to change and clean AC filters in house.

6. **Old Business**

- a. Marty discussed the area by the sidewalk on Farmington Avenue and the appearance of the grass there. The Town of West Hartford has come to inspect and they will loam and seed the area.
 - i. Marty questioned whether this would work due to the foot traffic from the church and stated that they should be allowed to seed one more time, but if it does not work we will find an outside vendor and bill the Town of West Hartford for the service.
 - ii. Marty suggested having pavers to alleviate the foot traffic.
- b. Rupert Manning will not be painting the stairs, he will just fixing the bad concrete. There was no lead found in the results of the paint kit test.
- c. Louie will be resealing the windows with caulk and new weather stripping.
 - i. Hillary Keller's unit has improved after being resealed.
- d. Westbury will be signing with Black and Decker for annunciator panels. The current system is antiquated and connecting to the fiber optic line on Farmington Avenue will be beneficial.
 - i. Alan stated that the fiber optic line would slow speed, but double office computing speed, and could also have rates as long as \$46.00 per month with a state subsidy.

7. **New Business**

- a. Marty began "New Business" with the discussion of the upcoming election of officers, to be held June 2, 2014 at the annual meeting.
 - i. There are two vacancies. One name can be put into nomination.
- b. Marty thanked all who came and helped with the social, and proposed setting a date for another social or cookout for all residents to promote a sense of community.

- c. It was mentioned that people have been trespassing and digging through the garbage area, a very real danger that should be shared with local police.

8. Open Forum

- a. Diane Shimoda-Peterson expressed concerns regarding the ivy fungus and suggested that the ivy behind building 30 be looked at as well.
 - i. Diane noted that the residents of building 30 usually change their own AC filters because they are inside the unit.
 - ii. In regard to the cement repairs, Diane noted that the threshold at the back door of building 30 is cracked and the rubber stripping is coming off.
 - iii. Diane requested that the grass on the slope facing Outlook be filled in.
- b. Patrick Miller voiced concerns about the annunciator panel project timeline. Marty spoke to a representative the day of the meeting and stated the plan is to begin immediately because the lines are failing and multiple unit owners have reported service issues.
 - i. Patrick also expressed concerns about and shared issues he had with the laundry room card readers.
 - ii. Patrick discussed the cooking odors in the lobby of building 30 and the location of the kitchens in these units, as well as the lack of ventilation usage by unit owners. Brian added that a letter has been drafted about ventilation usage and the stripping around the doors.
 - iii. Patrick also mentioned noticing people in and around the trash area and suggested putting up no trespassing signs to deter unwanted visitors.
- c. Barbara Feinstein questioned when men were coming to bleed the radiators and stated that her heat is off. Marty stated that the entire system is off and any missed will be done by the new vendor.
- d. Joyce Falkin addressed the laundry room card readers not accepting her card and having to check all charges.
 - i. Joyce stated that the Japanese maple is in bad shape and Brian confirmed it is being replaced.
 - ii. Joyce requested that Rupert Manning not begin work until the fall. Marty stated this depends on the weather.
 - iii. Joyce expressed concerns about the parking situation on Outlook. Marty agreed that parking should be restricted to one side of the street, especially during the winter. Brian stated that he submitted a request to the Town of West Hartford, and they will enforce it if all Outlook homeowners agree. Brian will follow up.
- e. Ilona thanked all who participated in the newsletter and expressed a need for leadership in design and the need to designate someone for the task. Patty stated that there would be a meeting discussing design the Thursday following the meeting.
- f. Diane shared that there was not a lot of information online about Linda T. Black, a prospective candidate to replace Sheri Gold. Ilona shared that Linda is a high end residential designer that has worked with Sheri and was recommended by her. Linda is a West Hartford resident and is interested in the task at hand.
- g. Patrick asked when CL&P would be coming and Brian stated they would be on site in 2-3 weeks.

9. Next Meeting

- a. Marty discussed that the next Board of Directors meeting would take place on Tuesday, June 17, 2014 at 7:00 p.m., in the basement of 20 Outlook Avenue.

10. Adjournment

- a. Marty asked the Board members, and then the unit owners, if there was anything further to discuss, all remained quiet. Marty asked if there was a motion to adjourn the meeting.
- b. Ted made the first motion to adjourn the meeting. Ilona seconded the motion. No bodies present were opposed. Motion carried.
- c. The Meeting was adjourned at 8:26 p.m.

11. Executive Session

- a.** The Board then met in the Executive session after the conclusion of the public session to discuss existing or potential litigation or mediation, arbitration or administrative proceedings; to discuss labor or personal matters, such as delinquent accounts; to discuss contracts, leases and other commercial transactions to purchase goods or services currently being negotiated; and to prevent public knowledge of a matter to be discussed if the Executive Board determines that public knowledge of the matter would violate the privacy of any person.

Minutes Respectfully Submitted by:

Elizabeth Aheart