

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, January 15, 2014

Board members present: John Patrick, Mehmet Rona, Debbie Liu (via google+), Juliet Jacobson.

Management present: Phil Renzi, Joe Andrade

Minutes: December minutes were reviewed and approved pending edits on Thayer fees section.

Financial review: The November financial statement was read and approved. Debbie Liu asked that Phil get clarification on the “two \$50,000 C/Ds with Morgan Stanley with 1 year terms” line on page 6 of the meeting packet.

Maintenance report: One (of five) heat pump needs to be replaced. Motion approved to hire Cooling and Heating for \$10,240 to replace the pump. Joe started installing control valves inside Whelan units for the NSTAR energy efficiency project the week of 1/6/14 and is expected to finish by 1/31/14.

Elevator project: Roller guides have been installed, but the problem with vibration/rattling in the east elevator still persists and is being actively investigated. Fixing west elevator door opening delay when elevator reaches the lower garage.

Windows project: Motion approved to hire BRS for the windows project, without the 24 spandrel windows, using Pella fiberglass windows with upgraded foam insulation for an additional of \$15,000 for a total of \$904,276. Asking Davis Square Architects to resubmit their proposal for construction administration and clerk of the works fees to be more detailed. Board to further review Thayer’s resubmitted management coordination contract, proposing a \$44,500 fee for the windows project (originally proposed at \$55,000). A special informational meeting for the Ownership is scheduled for January 22, 7pm.

Old business: Board is requesting that all project contractors sign in/out of the building to track the flow of workers in the building. Owners who have not yet signed-up for slider doors will be recontacted. Two bids were received on the garage sprinkler pipes replacement project; waiting for 1-2 more bids. Working with Gustavo Preston on scheduling for the water booster pump replacement project. Pool/spa has been inspected by Nationwide Aquatics Consulting. Scupper and drain fixes will be performed and we will investigate and hopefully repair spa leaks, but any major fixes to the pool decking will be postponed until after the window project. A second memo was sent out to the unit owners who had not submitted their updated contact info. So far ~50% of owners who have replied do not wish to renew bulk Comcast cable TV; a memo with the most recent survey tally will be posted at the front desk. Condo rules and regulations were reviewed and updated. Final edits will be made and reviewed and then the rules will be recorded.