

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, January 18, 2012

Present: Jackie Landau, Mehmet Rona, Debbie Liu, Katie Moore, Meredith Leshkowich, Phil Renzi, and Joe Andrade.

Minutes: November 10, 2011 and December 1, 2011 minutes were read and approved.

Financials: The financial statements for the period November 1, 2011 November 30, 2011 were read and approved. Ken will check on minor discrepancies between monthly budget and actual numbers for Condo Fees, Rubbish Removal, and Fire & Crime Protection. Two bids were obtained to perform the 2011 audit services for Bay Square. Motion was passed to hire Mocera, Visconti & Company CPAs at \$4,000.

Maintenance Report: A draining pan was installed under the ventilation of the generator. The commercial sign on the front lawn of Bay Square will be cleaned and repainted in the Spring. Joe is working on several list items that must be performed before elevator work can be started; so far additional lighting in elevator machine rooms have been installed, and quotes are being obtained for various items.

Gym equipment: Gym equipments are all fully maintained. New pads for the equipments have been ordered. Quotes have been obtained for commercial grade stair steppers. Decision was made to not replace the old stair stepper, and save the money for more utilized equipments (e.g. elliptical or treadmill).

Planter update: Working to resolve five punch list items provided by GRLA after their inspection of the planter sitting area. Meredith will be looking into plans for plantings this spring.

Roof Top Cooling Tower: Contract signed with Cooling and Heating Specialists to replace the cooling tower. Looking into whether the energy savings from a Variable Frequency Drive is worth its cost.

Other business: Decision was made to hold off on working with Infra-Red Analyzers. Instead, an architect or window engineer will be consulted to see whether the windows should be replaced along with frame; quotes will be obtained. Elevator upgrade bids are due January 20, 2012. Mehmet, Debbie, and Katie's terms will be expiring. Three positions are available on the Board of Trustees.

Wednesday, February 22 – 7pm Trustee Meeting
Wednesday, February 29 – 7pm Annual Meeting