

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Monday, January 31, 2011

Present: Jackie Landau, Mehmet Rona, Debbie Liu, Nancy Jacobson, Phil Renzi, and Joe Andrade.

**Minutes:** December 13, 2010 minutes were read and approved upon minor changes.

**Financials:** The financial statements for the period December 1, 2010 through December 31, 2010 were read and approved. Motion was passed to move \$58,000 from operating to reserve funds.

**Maintenance Report:** Diesel tank arrived today and will be placed in the lower garage.

**Old business:** Three quotes were obtained for planter waterproofing job. Motion was passed to hire GRLA for the job. On-Sight Inside met with Joe and Phil on January 7, 2011; a first draft of the reserve study will be available in early February. Four out of the last round of 8 slider doors were installed. Roof project is complete upon replacement of ladders that were not completed as specified. A possible roof leak was detected in the 1<sup>st</sup> floor laundry room, which will be tested in the Spring. Specifications for roof repairs from GRLA were reviewed; bids are being obtained from companies to fix the roof leaks. Elevators passed inspection, but in need of upgrades or replacements. Condo welcome package, which includes condo rules and various forms, was reviewed and updated.

**New Business:** The Bay Square Annual meeting will be held on February 28, 2011 at 7pm. Motion was passed to spend \$4,800 for the specifications to be prepared for replacing the cooling tower in 2012.