

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, February 22, 2012

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

Minutes: January 18, 2012 minutes were read and approved.

Financials: The financial statements for the period December 1, 2011 to December 31, 2011 were read and there were some questions for Ken. Ken will look into options for better rates to move the \$295,175 in Melrose Cooperative at 0.5%. Ken will look into discrepancy with the bank names listed for reserves, and the discrepancies between monthly budget and actual numbers for Bank Interest, Snow Removal, and Supplies. The financial statements for the period of January 1, 2012 to January 31, 2012 were read and approved. Looking into options of how to best store archived records for Bay Square.

Planter update: Asking PJ Spillane to respond to the Board's concern about the 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: Papers are being processed for Cooling and Heating Specialists to replace the cooling tower during a tentative April time frame. Decided that the Variable Frequency Drive is not worth its cost.

Elevators: Reviewed four bids to upgrade elevators. Requesting references from three of the bidders before making a decision. Joe is working on several list items that must be performed before elevator work can be started. Reviewed two quotes for door replacement in elevator machine rooms; motion approved to hire Door Systems at \$1,180. Reviewed two elevator machine room HVAC quotes; asked Cooling & Heating Specialists to re-quote their prices if we upgrade to a Mitsubishi machine. Renewed HVAC systems maintenance contract with Cooling & Heating Specialists at a 1.5% increase in annual fee.

Windows: Requesting Richard Piper Architect to re-quote pricings for window testings for air and water penetration, because more than the suggested three windows need to be tested.

Other business: Clarification of the use of condo common spaces and amenities: commercial space owners, but not their employees, may use condo spaces and amenities.

Wednesday, February 29 – 7pm Annual Meeting