

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Tuesday, March 25, 2014

Board members present: John Patrick, Mehmet Rona, Juliet Jacobson, Dominic Moore (online), Debbie Liu (online)

Owners present: Mel Meister

Management present: Phil Renzi, Joe Andrade

Officer elections: John was elected as Chair, Juliet as Treasurer, and Dominic and Debbie as joint Secretaries.

Minutes: February minutes were reviewed and approved.

Financials: February financial statements were reviewed and approved. Phil will find out why payroll & benefits were over budget by \$1,071.

Maintenance report: Six Whelan units have been fixed. A broken treadmill in the gym was fixed. Joe will recheck temperature of the domestic hot water supply. All other gym equipment was inspected and small fixes will be performed. The Board approved replacement of main domestic water shut-off valve with a new ball valve for \$1488, which needs to be done before a new water booster system is put in. The repair will be done overnight to minimize inconvenience to residents. Phil was able to obtain a \$938 NSTAR rebate for the water booster pump replacement. The domestic hot water tank will need relining this year; the Board asked that Phil investigate the composition of the proposed lining material before proceeding with this project.

Window Project: Board authorized Thayer to finalize BRS and Davis Square contracts for window project. John will sign for the Board. The Board suggested that a logbook be created so that anyone coming to the building to perform work as part of the project will log in. A clerk of the works candidate has been identified; a meeting will be set up to meet this candidate in order to advance a decision. Phil reviewed the proposed video preconstruction inspection/survey, and after brief discussion the Board elected to proceed, but will ask to divide the process into two phases (concordant with the 2 construction phases) so that the survey will be as current as possible. The Board also agreed to use Thompson & Lichtner to perform the contractually required air infiltration and water penetration testing of a representative window, door and skylight after their installation. The updated project cost estimates were reviewed.

Sprinkler: The Board accepted a bid for garage sprinkler replacement project with Simplex-Grinnel.

Comcast: Discussion of access agreement with consensus on how to proceed; waiting now to see if Comcast approves our latest revisions.

Pool and Spa: Two estimates for repairs and maintenance to pool and spa. Phil will inquire about lowering high bid and board will vote (possibly via email) to approve.

Security Cameras: Joe recommends and board approves additional security cameras to cover 2 blind areas of the building's exterior for \$2030.

Master Insurance renews: Board needs clarification on what flood coverage means before assessing proposals (specifically, does it cover street flooding). Phil will ask different insurance companies for insurance quotes to find the most competitive price.

Compensation for snow removal: Board approved payment to Joe for off-hours snow removal (45 hours).

Future board meetings: Thursday April 24, Tuesday, May 13th