

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES

MEETING MINUTES

Monday, March 30, 2015

Board members present: John Patrick, Mehmet Rona, Juliet Jacobsen and Dominic Moore (online)

Owners present: Catalina Arboleda, Sue and Tom Owens

Management present: Phil Renzi, Joe Andrade

John Patrick was nominated as President, Juliet Jacobsen was nominated as Treasurer and Catalina Arboleda was appointed to the Board and nominated as Secretary. All voted in favor.

Minutes: January 22, 2015 minutes were reviewed and approved.

Owner concerns: Window project questions were addressed.

Financials: Phil Renzi will ask Ken O'Brien to review Investment totals for duplication; operating income draft will be completed this week; electric usage is up this month for first time ever, most likely due to the very cold weather.

Sales: Unit 2C and 203 sold immediately.

Maintenance report: Joe Andrade is investigating cast iron pipe broken between 2nd floor and 4th floor. He will be bringing in a landscaper for some plant care around the pool area and for the general property spring clean up. Pool maintenance and drain renovation were discussed. Balconies' capstones on railings of PH2 and PH4 need to be replaced due to deterioration. Looking at other cast stone around property to inspect current conditions. Paint on the ceiling underneath balcony outside gym is peeling. Loading dock needs repairs. Garage drain repair scheduled.

Window Project: Schedule discussed with BRS: target start date 4/13/15. Measurement of Phase 2 windows was done last week. Project budget has not changed much. Draft letters to unit owners to go out regarding how to be prepared for window installation.

Pool Project: Meeting scheduled with Weston and Sampson to close out punch list; certificate of substantial completion was signed on Oct. 1st 2014. Budget expenses and Phil's time on project were reviewed.

Commercial Spaces: C-1 (Dumpling house) vents were cleaned; payments for gas usage are being made "under protest"; Convenience store moved into the other half of C1; C2 will be put up for sale or rent.

New business:

A new City of Cambridge ordinance requires annual reporting of the buildings aggregate energy usage for units and common areas. Reporting is due by May 1st, 2015. Thayer has contracted out to an energy reporting company to file required reports. Unit 613 Window requested permission for fixed spandrel window replacement and the Board approved the proposal; all in favor (one abstaining).

Next Meeting Dates: April 23rd at 7pm; May 21st at 7pm; June 22nd at 7pm