

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Monday, April 9, 2012

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

Minutes: February 22, 2012 minutes were read and approved.

Financials: The financial statements for the period January 1, 2012 to February 29, 2012 were read and approved. Motion was passed to move \$20K from the operating fund to the reserve fund. Reviewed Ken's proposed investment options for the \$339,842 at Melrose Cooperative earning 0.5%, and asked Ken to produce a complete list of CDs with maturity dates to make a more informed decision. Looking into options for how to best store archived records for Bay Square.

Maintenance Report: Pool to be opened in May. Joe will be scheduling regular filter changes in all Units. Joe will be checking for toilet and faucet leaks as it is contributing to the rising cost of water and sewage removal for the entire building. Motion approved to replace the warped upper garage West elevator door with an automatic swing door for \$5,504.

Planter update: PJ Spillane offered to use a concrete dressing overlay on the stairs and risers to address the Board's concern about the aesthetics and uneven finish of the planter sitting area. The Board is asking for a 10-year warranty from PJ Spillane for the maintenance of the concrete dressing. Meredith will be ordering plants and drawing up layouts for the plantings this spring. Cambridge Landscapes will be coming in to place the soil.

Roof Top Cooling Tower: The old tower will be removed and replaced this week. The work schedule starts April 9, 2012. Motion approved to pay Cooling and Heating Specialists \$71,856 for the contracted work, accounting for a retainage of \$7,984.

Elevators: References and reviews from bidders were received. Phil is working on a full budget report. Joe is working on several list items that must be performed before elevator work can be started. Motion approved to hire Cooling & Heating Specialists to supply and install two Mitsubishi heat pumps in the rooftop elevator machines rooms for \$16,494.02.

Windows: Obtaining other bids (in addition to the one received from Richard Piper Architect for \$10,550 to test 10 window) to test windows for air and water penetration.

Other business: Obtaining quotes to repair Bay Square's commercial sign to be more aesthetically pleasing. Laundry contract renewed with Mac-Gray at no increase in vending price and 53% commission. Notifications will be sent out to owners who have not yet submitted a copy of their lease to Thayer, and a fine will be levied as it violates condo rules. Owners leasing their unit for less than a 6 month period will be fined as it violates condo rules. Motion approved to lock in electric rates for 2 years.

May 24 – 7pm Monthly Board Meeting
June 21 – 7pm Monthly Board Meeting