

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Thursday, April 24, 2014

**Board members present:** John Patrick, Mehmet Rona, Juliet Jacobson

**Management present:** Phil Renzi, Joe Andrade

**Minutes:** March minutes were reviewed and approved.

**Financials:** March financial statements were reviewed and approved. The new cash flow projection for 2014 prepared by Phil was very well received and estimated satisfactory reserves.

**Clerk of the works candidate interviews:** The attendees reviewed their impressions of the two separate interviews of the proposed candidate for this position during the window project.

**Maintenance report:** Heating and Cooling made some changes in the circulator pump timing for the domestic hot water supply. The new external cameras have been installed and are in operation. A new outside trash container was obtained to replace an older leaking one. The pool and spa have been drained and cleaned. Unit 613 has developed a ceiling leak and there is also a leak in the overhang at the entryway to the lower garage; Joe will be investigating both of these in an effort to identify the source (likely from planter or patio immediately above). The annual elevator inspection should take place within the next month. The water booster pump replacement will likely happen within the next two-three weeks; the overnight valve replacement was completed uneventfully.

**Window project:** The contracts with BRS and Davis Square have been completed and signed by all parties. The initial preconstruction planning meeting was held on April 16 and those meeting minutes were reviewed. The sign-in logbook for project workers is in place and the concierge staff briefed. After interviews and discussion, the Board concluded that the Clerk of the Works candidate, Arick Dyrda, was satisfactory; Phil will follow up with Davis Square. Phil reviewed the proposed video preconstruction inspection/survey, now divided into two phases. This proposal from Falvey Associates will be updated to reflect the latest Phase 1 schedule from BRS and the Board agrees that it should proceed. The Board also agreed that the initial Thompson & Lichtner air infiltration and water penetration testing of a representative window, door and skylight should take place on the mock-up installations after they are completed. A second owners meeting to update ownership will probably take place after the mock up installation. Phase 1 will involve replacements on the East and South sides of the Condominium.

**Garage sprinkler pipe replacement:** The contract has been signed and the initial preconstruction meeting with Simplex-Grinnel was held earlier today. This project should start in May.

**Comcast:** There have been some issues with Comcast starting new individual agreements this month instead of when the bulk agreement ends on May 9. Phil is investigating.

**Pool and spa:** The Aquatics Group has inspected the pool and spa and confirmed with the City of Cambridge that it will not be necessary to fill in or move the spa. After we receive and approve a renovation plan, the Board will determine how best to move on the construction phase. Phil will send out some communication to owners regarding the pool/spa status.

**Master insurance renewals:** Condo insurance quotes are now going out to bid.

**Other business:** The Board approved the proposed relining of the hot water tank and agreed to try Boston Environmental Management Company for HVAC water treatment services. The Dumpling House has now opened; the Meditation Center is still working on plans.

**Future board meetings:** Tuesday, May 13<sup>th</sup> at 7 PM