

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Tuesday, May 13, 2014

**Board members present:** John Patrick, Mehmet Rona, Juliet Jacobson, Debbie (via google+)

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

**Open Session:** Jackie Landau, Mel Meister

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

**Financials:** No new financials to review.

**Maintenance report:** Waiting for an extra trash container to arrive. The Dumpling House needs a new heat pump; Heating and Cooling is quoting \$14,624. No window washing this year. Meredith will be purchasing seasonal flowers for the planters with a budget of \$500. Lower garage door was damaged by a resident; parts had to be ordered to fix the door. Water booster to be replaced on May 15; memo sent out to residents.

**Window project:** Pre-construction meeting minutes on April 29 and May 6 were reviewed. Mock-up windows will be placed in Unit 215 and PH5. Operable skylights will be Velux (same as the old ones), not Pella. A permit is being obtained from the city for the windows project. The major Phase 1 installations will probably start in July.

**Garage sprinkler pipe replacement:** Simplex submitted an \$18,500 change order for the missed estimate in the pool service room, which is a high cost given the relative size of the space and percentage of total quote. Obtaining a new quote from Metro Swift for the pool service room for comparison.

**Pool and spa:** Reviewed a revised and more detailed renovation plan that was submitted on May 8. Phil will try to get an estimate from Weston & Sampson for construction costs. The drained pool will be covered for safety.

**Comcast:** Comcast double billed a number of the 36 residents who have agreed to new contracts. Per Comcast, these residents will be credited. Phil will send out a message telling those who have signed agreements to scrutinize their bills for accuracy.

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

**Other business:** Plans for the Meditation Center will not be carried through, instead the space will probably be a dental office. New dumpster was swapped in. Recycling truck has been arriving too early in the morning and the company was reminded that they must service after 7am.

**Future board meetings:** Thursdays, June 19<sup>th</sup> and July 17<sup>th</sup> at 7 PM.