

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
THURSDAY, MAY 24, 2012

**Present:** Jackie Landau, Meredith Leshkowich, Phil Renzi, and Joe Andrade  
(We did not have a quorum so no votes were taken at the meeting).

**Minutes:** The April 9, 2012 minutes were read but could not be approved due to a lack of quorum.

**Financials:** Financial statements for April 1, 2012 to April 20, 2012 were reviewed.

**Maintenance Report:** Several sprinklers and pipes in the garages developed leaks and had to be replaced. Some piping is old and sections might have to be removed and replaced. Lights in the pool were repaired and replaced with LED bulbs. Carpet on the 5<sup>th</sup> floor was stained by garbage bags being dragged from the unit to the trash shoot, so carpeting had to be cleaned. Window washing will be scheduled. Filters were replaced in all heating/ac units, and units were cleaned and checked.

**Old Business:**

Patio: An e-mail will be sent to the Board asking for a vote on how to proceed with the steps.

Cooling tower: The project has been completed according to schedule and slightly under budget.

Laundry machines: Mac-Gray will replace all the machines when the new contract starts.

**New Business:**

Elevator: This project will be discussed at the next meeting. Windows: This project will be discussed at the next meeting. Insurance renewal: Motion to renew insurance contract was approved (via email after the meeting). Motion to get an updated appraisal of the building (to see if we need to increase our insurance) was approved (via email after the meeting). Pool rules will be sent out again as a reminder.

June 21 – 7 pm Monthly Board Meeting