BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, June 22, 2011

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

Minutes: May 23, 2011 minutes were read and approved upon minor edits.

Financials: The financial statements for the period May 1, 2011 through May 31, 2011 were read and approved.

Maintenance Report: A new refrigerator was installed in the kitchen. A jet spa has been replaced. New pool chairs have been ordered and should arrive by mid July. The board will get a quote from Cambridge Landscaping for trimming tree branches that encroach upon windows. Joe and Mehmet met with Superior Doors on June 21 and got quotes for automating the doors leading into the garage elevators. The board agreed to continue to look for a solution for easier door access.

Planter Waterproofing: After testing for waterproofing it became evident that additional work was needed on the planters and surrounding deck. The board approved spending $5,200 on a new engineering design study done by GRLA.

Roof: Board members met with CBI on Monday, June 20, 2011 to discuss outstanding invoices. A final letter will be sent to CBI, pending our lawyer's approval.

Comcast: Once Comcast provides necessary information a letter will be sent out about the bulk service agreement renewal.

Slate Shingle Study: We are waiting for the inspection to determine the condition of the shingles, the number missing, etc., before proceeding.

New Business: The board discussed Bay Square's movie-in fee for furnished units as well as the subletting policy and how much to fine owners who do sublet their units.

The next monthly meeting is scheduled for Monday, July 25, 2011 at 7pm. The following dates were set:

Tuesday, August 23 – 7pm Trustee Meeting
Thursday, September 15 – 7pm Open Owner's Meeting to discuss the Reserve Study
Thursday, September 29 – 7pm Trustee Meeting
Friday, September 30 – Bay Square Fall BBQ Party