

**BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES**  
**MEETING MINUTES**  
**Monday, June 22, 2015**

**Board members present:** John Patrick, Mehmet Rona, Catalina Arboleda, and Juliet Jacobsen

**Owners present:** Jackie Landau

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

**Minutes:** May 21, 2015 minutes reviewed and accepted

**Owner concerns:** Jackie Landau raised concerned regarding noise levels in building, including from restaurant and from units. She suggested a reminder memo sent to condo residents.

**Financial Review:** Investment schedule reviewed. Summary of budget through May presented. By end of fiscal year, estimate of \$550K in reserves.

**Unit Sales:** C-2 sold for office space; Units 318 & PH-3 were also sold.

**Maintenance report-Joe Andrade:** Hot water tank leaking: Cooling and Heating is looking into it-has been dripping for a while Hot water in building will need to be shut down while repair happens. Check valves have been replaced in boilers and protective filter placed. Lower garage door controller needs to be replaced. Re. water damage to ceiling above the lower garage door: not clear if it's planter, patio, or copper pipe above that is leaking. Joe will plug drain and flood patio to test the latter. Capstones for pool have arrived; pool people will be called in order to close out pool project. Leak in upper garage came from drain in restaurant: owner will be contacted.

**Old Business:**

**A. Window Project:** Weekly construction meetings continue. Phase 1 will be completed soon after July 4<sup>th</sup>. At commencement of Phase 2, BRS will owe us another \$25K escrow deposit. Billing for sliding doors ongoing. Leaks into unit 613 from above will be monitored – possibly related to holes under slider that have now been sealed. Video inspections have been done. Owners of 301/401 units have not responded to request for entering their units. These owners will be contacted via certified/registered letter. Of the 1.1 million dollars budgeted for the window project, \$481K has now been spent. Pella will be coming in to see about some of the malfunctioning windows.

**B. Pool/Spa repairs:** Official final inspection report presented. Jacuzzi jets reported as unsatisfactory – may be side effect of fixing leak problem. Will investigate but may not be able to entirely replicate past performance. Pool project has been going on for almost a year. Pool now meets codes and major leaks have been stopped. Final payment will be sent less small holdback.

**C. Commercial Space Updates:**

1. C1: Bill for natural gas sent; PH1 vibrations from motor of vent have been improved as much as possible. Smaller side of convenience store needs bathroom-will submit plan. Re. cigarette smoking out on sidewalk; even though it's not enforceable, we will put a sign up on wall to ask people to please refrain from smoking.

2. C2 Sold to Chinese School.

**Correspondence/Action Items:** Phil is working on obtaining/updating leases. Pool rules need to be enforced by Front Desk. Fire sprinklers were tested (flow test/replaced). Motion made and passed to pay for fire sprinkler system butterfly valve switch replacement and mandatory standpipe riser flow testing. Front desk computer needs to be replaced.

**New Business:** Knotweed needs to be addressed around pool area. Memo will be sent to board members to ask their insurance agent what the increased cost of individual unit's insurance coverage might be if Bay Square raises deductible.

**Meeting dates:** July 27<sup>th</sup>, September 9th