

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Monday, July 25, 2011

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

Minutes: June 22, 2011 minutes were read and approved. Options to be obtained for the Morgan Stanley CD maturing August 24, 2011.

Financials: The financial statements for the period June 1, 2011 through June 30, 2011 were read and approved.

Maintenance Report: Jet cleaning of roof is complete. A leak in the upper garage sprinkler pipe was fixed by replacing a section of the pipe. Motion was passed to spend \$4,576.25 to reline the hot water tank. California Cryobank is having AC problems; requesting the Cryobank to clean the AC unit once a year. Three out of four heat pumps have been replaced; room will be made in the capital budget to replace the fourth heat pump. Joe will be looking into prices for trimming the branches hanging over from the Door Store.

Planter Waterproofing: The sitting area has been found to contribute to water leakage. The cost of the demo, waterproofing, and rebuilding of the raised sitting area would be an additional \$61,640 by PJ Spillane. Quotes to be obtained for alternative options, including not raising the sitting area to potentially reduce costs.

Roof Project: The roof ladder has been taken for a new powder coating and will be done in a week. A final check has been sent out to CBI concluding the project.

Comcast: A letter was sent out to owners about the Comcast bulk service agreement renewal. New rate effective August 1, 2011.

Grease Contamination: Follow-up letter sent to GBBCC in regards to the venting of their kitchen leading to grease buildup that is damaging the new roof top surface.

Slate Shingle Report: The slate shingle report conducted by Moisture Protection Consultants identified the grease discharge contamination, and other minor issues including loose, broken or missing tiles. A budget of \$425,000 will be made for the replacement of the steep-slope roof over the next 10 years.

Pool and Condo Rules: Phil was instructed to remind the front desk staff to enforce pool and condo rules. Residents who violate pool or condo rules, such as bringing more than 2 guests per Unit or being loud/disruptive in common areas, will be first sent a notification letter; a fine will follow a second offense.

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