

Bay Square Condominium Trust Board of Trustee Meeting Minutes

Monday, July 27, 2015

I Board Members Present: John Patrick, Mehmet Rona, Catalina Arboleda, & Dominic Moore (online) **Management present:** Phil Renzi, Joe Andrade

II. Minutes: Reviewed & approved June 22, 2015 minutes

III. Financial Review

- A. June 30, 2015 Financials presented: reserve fund estimate of \$854,700
- B. Cash flow thru 6/30/15 reviewed; projecting \$558,612 in reserves by year end
- C. Signatures for 12/31/14 audit review needed from John Patrick & Juliet Jacobsen

IV. Maintenance Report – Joe Andrade

Hot water heater was repaired; 4" drain pipe was leaking at store & will be fixed; unit PH3 leak also found & repaired; no drips from pool into garage; unit 301 and 304 owners have been difficult to reach, but were finally contacted re window project; general contractor wants water shut off briefly for new bathroom in commercial unit.

V. Old Business

A. Window Project

- 1. Construction meetings: current expectation is for project to be completed by 10/15/15; arrangements made for time when Phil is on vacation; changes going on at BRS in terms of construction team; supervisor needs to be in building at all times
- 2. DSA & Clerk Reports
 - i. Note re unit 507 preexisting interior window conditions
 - ii. Unit checklists
 - iii. Punch lists for various units; still need parts and repairs for windows
 - iv. Clerk Reports reviewed
 - v. Metal louvre scope clarification for BRS
 - vi. Capstone repairs: Thayer brought in mason-pending quote
- 3. Contract Items: Payment Application #4 & #5 were approved and paid; some windows & a slider will be tested for waterproofing
- 4. Thayer Fee Invoice #4 was presented
- 5. Access letter to Units 301 & 401 will drafted; owners will be told how we will handle their units if they're not present for window project
- 6. Project Budget & Expenses through 6/18/15 spreadsheet was reviewed
- 7. Phil's time on window project through 7/22/15 was presented

B. Pool/Spa repairs

- 1. Communications to Weston/Sampson regarding spa were presented; we put a hold on the final payment pending further review.

2. An engineer from a different company came and reviewed the spa; we are awaiting recommendations. Weston/Sampson will be given opportunity to make repairs. Steps have been outlined & will be followed. Lawyer drew up a response to their request for payment; we haven't heard back from them yet.

3. Payment App #4 communications reviewed
4. Other work approved & completed in pool room
5. Budget & Expenses to date presented
6. Phil's time on pool project thru 7/22 approved

C. Commercial Space Updates (C-1)

1. Natural gas usage/billing was sent
2. Letter re: floor drain was also sent
3. Noise complaint re: chopping sounds was received on 7/1

D. Renovations

1. C1 – Plans to add bathroom to convenience store space were presented & are being reviewed. Simplex Grinnell will review fire detection system
2. C2 – build out of space / office space – pending plans
3. PH3 – plans presented for a major renovation are under review
4. Unit 613 – Planning Board approved roof garden
5. PH1 – French door will be installed
6. Unit 2C – basic renovations – approved

D. Correspondence/Action Items completed since last meeting

1. Noise reminder memo distributed
2. Auto door mechanism replacement
3. Sprinkler valve repair was found to be an electrical, not a mechanical valve issue
4. Elevator inspection passed inspection
5. No hot water memo for tank repair
6. Mechanical water treatment contract renewed
7. Dumpster contract renewal
8. Ordered and placed "No Smoking" sign for entrance to C1
9. Landscaper brought in to remove knotweed from planters
10. Lease updates for rented units
11. Concierge computer was replaced as the old one was not working.

VI. New Business Confirmed next meeting date – Sept 9, 2015