

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Thursday, August 2, 2012

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

Minutes: June 21, 2012 minutes were read and approved.

Financials: The financial statements for the period June 1, 2012 to June 30, 2012 were read and approved upon an edit. Landscaping expenses will be re-classed from operating fund expenses to reserves as a part of the planter project.

Maintenance Report: Budgeting \$25,000 for next year to replace old booster pumps which keeps up the water pressure for the whole building with a more-advance booster pump (NSTAR rebate available). An automatic door has been installed in the upper garage east elevator room as the pressure of the space made the door difficult to open for the elderly and handicapped. A second automatic door will be installed in the lower garage west elevator room. Clickers for the automatic doors may be made available for owners with movement difficulties. Joe will obtain a second quote to replace sprinkler valves. Green street garage door motor has been replaced. Carpets on all floors have been shampooed. Unit 405's kitchen sink was clogged, which backed flowed into unit 404's bathroom sink, flooding the bathroom, leading to a damaged roof in unit 304. Joe will be putting in a backflow preventer in the concerned pipes connecting unit 405 and 404. Window water testings will be conducted next week.

Elevators: Motion approved to hire Advance Elevator to replace both elevators in 2012 for \$266,785. Motion approved to hire Elevator Consulting Associates for \$22,525 for elevator consulting services. Motion approved to pay Thayer \$8,000 for contract administration, coordination, and owner's representative services.

Old business: A new commercial sign is being manufactured; lights are removed for painting. Tentative date for new washing machines is August 9. 38 out of 44 leases has been submitted to Thayer; owners who haven't submitted a copy of their leases are being fined.

New business: Motion passed to increase the building value from \$36.4 million to \$48 million, for the additional cost of \$6-7K to the master policy insurance premium. Will respond to the Simplex fire alarm contract asking for a 5% increase in rate over 2 years instead of the offered 6.9%. Letter to be sent to Unit 106 in regards to the unkempt conditions of their patio. A memo has been sent out to affected units in response to smoking complaints coming through bathroom vents (Bay Square is a non-smoking building except for grandfathered units); the smoking seemed to have since stopped.