

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Thursday, August 21, 2014

**Board members present:** John Patrick, Mehmet Rona, Dominic Moore, Juliet Jacobsen

**Owners present:** none

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

**Window Project:** Doug Thayer presented a summary of the current state of the project, especially regarding the ongoing negotiations with BRS. The board authorizes Thayer & Associates to proceed with the window project with BRS, provided the terms outlined in the emails dated August 21st (appended to these minutes) are generally met.

**Minutes:** July minutes are reviewed and approved.

**Financials:** July financial statements are reviewed and approved.

**Gas Meter Space C-1:** Based on discovery of gas metering issue with Space C-1, Phil will provide written notice that owner will be responsible for tenant's gas usage and will need to install a C-1 meter. Joe will monitor usage in the meantime. Phil will also seek legal counsel on possibility of recouping money spent since 1997 on this issue.

**Maintenance report:** Garage power washing and hot water tank relining have been completed. Phil will take steps to discourage locking of bikes to Bay Square fencing in front of building. Trash chute cleaning will be rescheduled for later date. Furniture cleaning has been postponed until further notice because of constant work in lobby. There was a discussion of fall barbecue timing.

**Pool Project:** BOT authorizes payment of estimated additional \$23,000 for coping stone/wall issue, provided that the engineer states that the work proposed is necessary and adequate.

**Vent Exhaust Complaint:** BOT approves \$675 for engineering report for remediation of ventilation issue with Space C-1.

**Elevator Maintenance:** Based on Phil's recommendation, BOT approves future maintenance contract with Atlantic Elevator for 12 months.

**Meeting dates:** Next meeting set for Sept. 25.

## Appendix to August 21, 2014 Minutes

John,

Here is a description of what we discussed this afternoon.

1. J. Childs is scheduled to meet with his PELLA rep. at 12:00 PM, Friday, August 22, 2014 to review the production schedule and the balance of deposit required by PELLA and to confirm window types, etc. J. Childs will prepare and submit his 'pencil req' after his meeting with PELLA.
2. J. Childs submitted a proposed change order extending the deadline for completing the Phase I scope of work. D. Thayer stated that the wording of the proposed change order needs some modification to reflect that work on Phase I is to commence in 2014 and that BRS must complete all Phase I masonry and install at least 50 windows in Phase I in 2014.
3. J. Childs to check with G. Twamley to make sure that he forwarded the detail requested by Davis Square Architects to PELLA. D. Thayer restated that **time is of the essence** with respect to the detail requested by the architect and that BRS/PELLA must get that sill detail to Davis Square Architects today or tomorrow so that the architect can review and approve the sill detail and then release BRS to order the windows and sliders from PELLA.
4. J. Childs agreed to install the proposed minimum number of Phase I windows (50 windows) in 2014. This needs to be added to the proposed change order. J. Childs stated that this is a minimum number of installed windows and that BRS will continue installing Phase I windows as long as weather conditions permit.
5. J. Childs agreed to pay a \$25,000 deposit in lieu of a payment and performance bond for Phase I now and another \$25,000 deposit for Phase II on the commencement date for Phase II. J. Childs was told and understands that the Board of Trustees of Bay Square Condominium Trust wants the payment and performance bond called for in the contract and not a deposit in lieu of a payment and performance bond.
6. J. Childs agreed to assign J. Knapper as the BRS project manager for the Bay Square window and slider replacement project.
7. J. Childs agreed to the communication protocol proposed by D. Thayer.
8. J. Childs agreed to complete all masonry repairs in Phase I in 2014. This also needs to be added to the proposed change order.

John, please let me know if I have misstated anything we discussed this afternoon. Otherwise, let's plan to touch base again tomorrow afternoon, after you meet with your PELLA rep.

Thank you.

Doug

**From:** Douglas Thayer  
**Sent:** Thursday, August 21, 2014 3:40 PM  
**To:** Douglas Thayer  
**Subject:** FW: Bay Square Window & Slider Replacement Project

**From:** John Childs [mailto:[jchilds@buildingrestorationservices.com](mailto:jchilds@buildingrestorationservices.com)]  
**Sent:** Thursday, August 21, 2014 3:15 PM  
**To:** Douglas Thayer  
**Cc:** [guy@buildingrestorationservices.com](mailto:guy@buildingrestorationservices.com); Phil Renzi; Laura Cella-Mowatt (lcella-mowatt@davissquarearchitects.com); Clifford J. Boehmer ([cboehmer@davissquarearchitects.com](mailto:cboehmer@davissquarearchitects.com)); Joshua Knapper ([jknapper@buildingrestorationservices.com](mailto:jknapper@buildingrestorationservices.com)) ([jknapper@buildingrestorationservices.com](mailto:jknapper@buildingrestorationservices.com))  
**Subject:** Re: Bay Square Window & Slider Replacement Project

Change order for your review

On Thu, Aug 21, 2014 at 5:21 AM, Douglas Thayer <[dthayer@thayerassociates.com](mailto:dthayer@thayerassociates.com)> wrote:  
Good morning John,

During our conversation about Bay Square yesterday we covered the following items:

1. BRS to prepare and submit AIA(r) Application and Certificate for Payment Number 002 (a/k/a: 'pencil req') for the period ending August 31, 2014 to Davis Square Architects Inc.
2. BRS to prepare and submit a no-cost change order extending the deadline for completing the Phase I scope of work.
3. Subject to final approval of the applicable shop drawings and authorization to proceed by Davis Square Architects BRS will contact PELLA and order all windows and sliders for Phase I.
4. Upon delivery of the windows and siders BRS will immediately commence with installation of at least 2 windows per workday for a minimum of 50 windows installed in 2014.
5. BRS to pay a deposit en lieu of a payment and performance bond in the amount of \$50,000. Said deposit to be held by Thayer & Associates and refunded upon presentation of a payment & performance bond.
6. BRS to assign Josh Knapper as its project manager for the 2014 Bay Square Window and Sider Replacement Project.
7. Thayer & Associates to establish a protocol for communications that establishes Laura Cella-Mowatt, of Davis Square Architects, Inc., as BRS's single point of contact for the project.
8. Doug Thayer and John Childs to review the items listed above and the proposed plan for moving forward at 3:30 PM, Thursday, August 21, 2014.

John, it seems to me that since your scope of work for Phase I includes a range of masonry repairs that BRS could mobilize now and begin the masonry scope of work while it waits for delivery of the windows from PELLA. Does that make sense to you?

I look forward to speaking with you at 3:30 PM this afternoon, Thursday, August 21 2014.

Doug