

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES

MEETING MINUTES

Thursday, September 25, 2014

**Board members present:** John Patrick , Mehmet Rona, Dominic Moore (via phone), Juliet Jacobsen

**Owner's present:**?

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

**Resident letter:** Phil reads letter from Debbie Koplow who, unable to attend the meeting, wrote a letter voicing concern about disturbance from Dumpling House. Board discusses issues and appropriate actions.

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

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

**Maintenance report:** Joe describes issues with troubleshooting of clogged kitchen drains. Discussion of Bay Square Fall barbecue plans.

**Window Project:** Construction beginning Monday, September 29. Discussion of construction schedule and general plan for Phase 1.

**Pool/Spa Repairs:** Board approves payment application #2. Discussion of leaks and remedies. Leaks and cost of remedy to be determined later, with punch list remaining open.

**Space C-1:** Discussion of gas metering issue and legal advice regarding charging usage to tenant. Phil will send a letter informing tenant that they will be responsible for charges going forward. Phil will contact owners of C-1 and PH1 regarding contributing to cost of vent modification. John and Phil will look into what a beer and wine license means exactly and follow up BOT discussion via email.

**Roof inspection:** Board approves Sarnafil roof inspection for \$1375.

**Meeting dates:** Next meeting set for October 23 and November 19.