

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Thursday, September 29, 2011

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

Minutes: August 23, 2011 minutes were read and approved.

Financials: The financial statements for the period August 1, 2011 August 31, 2011 were read and approved.

Maintenance Report: Ambrose finished all repairs on slate shingles (including a roof leak in unit 616). The third (out of 4) heat pump for the townhouse common areas is in the process of being replaced. Joe is obtaining quotes to replace the water filtration system.

Planter Waterproofing: The demo, waterproofing, and rebuilding of the raised sitting area to its original state is in progress and on schedule. Prices are being obtained for the rewiring of new lights for the planters now that the walls are open for the electrician to inspect.

Roof: Ambrose discovered improperly flashed scupper on the penthouse roof. Sarnafil has been contacted, as they should have inspected this for warranty, and will assume responsibility to repair all of these concerning details.

New Business: Motion was passed to reimburse PH3 \$958.70 for water damages caused by building design deficiencies. Joe will install an alarm to sense a build-up of moisture from condensation to help prevent future incidents. Motion was passed to spend \$2,650 to hire Infra-Red Analyzers to conduct an exterior heat loss survey. Looking into bids and companies that could replace the boiler room control panel; budgeting \$250,000 to replace, as the control panel was tailor made to our building and hence expensive to replace.

Roof Top Chiller: This will be the next capital project. Bid due date has been extended to October 17, 2011. Four bids are anticipated to come in. Further investigations are needed to see how the chiller is attached to the roof.

Condo Rules and Maintenance: The move-in policy has been changed to impose an additional \$200 fee on units who are moving in or out of the building past the approved hours of 8am-6pm, Monday-Friday. A letter will be sent out to all residents about reporting spills on condo carpets so that the accidents can be cleaned up immediately to prevent costly replacements of an entire floor's carpet; due to the uniqueness of the carpet design, sections cannot be simply cut out and replaced.

Thursday, November 10 – 7pm Trustee Meeting
Thursday, December 8 – 7pm Trustee Meeting