

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Monday, October 8, 2012

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

Minutes: September 10, 2012 minutes were read and approved.

Financials: The financial statements for the period August 1, 2012 to August 31, 2012 were read and approved. Reviewed a draft of the 2013 operating budget.

Maintenance report: Loading dock pillar that was damaged previously is fixed. Light fixture by the loading dock was fixed and replaced with LED lights. Laundry pipes were snaked and cleaned (Mac-Gray will reimburse). Vent pipes were jet cleaned. Pool and spa to be closed November 1 (tentative date).

Old business: Elevator project contract signed and start date to be determined based on availability of materials. Infra-red report for windows reviewed; there are differences in heat loss between different windows and slider doors which will be further investigated. Phil is obtaining quotes from architects for building window replacements. 44 out of 47 leases have been submitted to Thayer; owners who haven't submitted a copy of their leases are being fined. Motion was passed to reject the fine appeals for not submitting a copy of leases. Renting/leasing rule and violation reminders sent out to all owners.

New business: The annual roof inspection was performed on September 18, 2012. The roof is in good condition; additional flashing work to be performed around three through-wall-scuppers at no cost to Bay Square.