

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES MEETING MINUTES

Thursday, October 23, 2014

Board members present: John Patrick , Mehmet Rona, Juliet Jacobsen

Owner's present: Nancy Jacobson, Robert Greene

Management present: Phil Renzi, Joe Andrade

Minutes: September minutes are reviewed and approved.

Financials: September financial statements are reviewed and approved.

Maintenance report: Drain doctors unable to come jet clean vents due to loading dock congestion.

Thayer management contract: Up for renewal in January, board to discuss further at the next meeting.

Window Project: Windows ordered for East and South exposures have been found to open in the opposite direction as specified. The board accepted reduction in BRS fees (credit) of \$14,710 due to this error.

Letter from Sue and Tom Owen about window error reviewed. Plan is to allow owners to swap the window opening under the following conditions:

1. The owner must ask for the change.
2. The window is not in the line of sight from any public way
3. The owner must pay the cost of the new window, depending on results of Phil's discussion with BRS

Window trim to cover drainage pan discussed. Change order for \$5,625 approved.

Weekly construction meetings are at Tuesday 11 am, owners are welcome to attend.

Window testing: plan to water test windows in the spring when construction resumes (possibly one window installed in the fall and one newly installed window).

Pool/Spa Repairs:

Punch list items reviewed with Weston and Sampson including leaks and calking around the Jacuzzi. **Pool to be closed November 3, 2014** to complete the work. Weston and Sampson has suggested possible solutions for the leaks. The repairs require pool drainage.

Space C-1: Board approved letter of notification to the owner of C-1 that the unit will be charged for gas.

Smells originating from C-1 were discussed. Plan is to run C-1's remediation proposal by Cooling and Heating for their evaluation and suggestions.

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

New business:

Lobby furniture cleaning planned for this fall.

Gym privileges for commercial tenants reviewed, owners of commercial units are allowed to bring two guests to the gym/pool.

NSTAR rates – current lock in expires at the end of 2014. Plan to lock new rates - 11.5 cents per kilowatt/24 month contract.

Meeting dates: Next meeting November 19.