

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Tuesday, November 26, 2013

**Board members present:** John Patrick, Mehmet Rona, Dominic Moore (via google+), Debbie Liu (via google+), Juliet Jacobson.

**Owners present:** Debbie Koplow (for open session only)

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

**Open Session:** Debbie Koplow voices concerns about quiet hours and trash control, requesting specific changes to board rules. Board will review issues and make decision.

**Minutes:** October minutes pending.

**Financial Review:** The board reviews and approves financial statements. BOT also approves 2014 Operating budget and moves to invest in 1-year Certificates of Deposit.

**Maintenance Report:** No issues.

**Elevator:** Adjustments being made with some improvement but troubleshooting remains on-going.

**Window Project:**

Spandrel dummy windows: Board will review considerations for their replacement and discuss again.

Slider doors: Board will work to issue a memo to unit owners who need to replace their sliders.  
Installation: more info required about specifics of installation as it pertains to the surfaces around the window interior.

Bids: Comparison of Landmark and BRS bids. Further information and discussion required.

General: Board also discusses the logistics of a special assessment and how it might be handled.

**Pool leak:** There has been some initial testing but proposals are needed for resubmission to board.

**Rules and Regulations:** BOT will continue to work with and edit the combined rules.

**Comcast:** BOT will draft and issue bulk agreement survey to owners for feedback before making a decision.

**Heating and Cooling:** BOT asks management to shoot for 1.5% increase as opposed to proposed 3% increase and votes to approve if request is granted.

**Staff Holiday Bonuses:** BOT approves bonuses to staff at level commensurate with 2012.

**December meeting:** Scheduled for December 17.