

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Wednesday, November 28, 2012

Present: Jackie Landau, Mehmet Rona, Debbie Liu, Katie Moore, Joe Andrade, Phil Renzi, Sharon Britton, John Patrick, and Louise Druke.

Open session: Sharon Britton offered to help with drafting a bed bug policy for the condo given a recent bed bug case. Bed bug policy to be incorporated in the Welcome Packet for owners.

Minutes: October 8, 2012 minutes were not printed; will be circulated and approved via email.

Financials: The financial statements for the period October 1, 2012 to October 31, 2012 were read and approved. The 2013 operating and capital budget were reviewed. Motion was passed to increase the condo fee by 2.5% in 2013.

Maintenance report: Exhaust to be replaced; waiting for replacement to come in. Elevator rollers, which are making loud noises, will be replaced. Joe made a detailed list of condo descriptive statistics (e.g. number of different types of windows/sliders/skylights, unit type, and number of full and half baths).

Old business: January is the expected start date for elevator upgrades. Joe will replace the dimming lights in the elevator. 44 out of 46 leases have been submitted to Thayer; owners who haven't submitted a copy of their leases are being fined. Poinsettias for the lobby were ordered. Options were discussed for simple but elegant holiday decorations for the front façade of the building. Gustavo Preston contact-pump service renewed.

New business: Reviewed 3 consultant quotes for the preliminary study of windows; motion was passed to hire Davis Associates for \$16,100. Recalled sprinkler heads need to be replaced for \$27,000; asking Tyco to cover the cost since they failed to notify us about the recall in 2007. There is a bed bug case in one of the units which is undergoing second round chemical/heat treatment. Joe is looking into quieter options for the ventilation fan for the trash/recycling room area, which also vents the gym. Light bulbs above the locker room toilets will be changed to quick-on bulbs.