

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES  
MEETING MINUTES  
Thursday, December 1, 2011

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

**Minutes:** November 10, 2011 minutes were not ready.

**Financials:** The financial statements for the period October 1, 2011 October 31, 2011 were read and approved. The management contract was renewed with Thayer & Associates for a 2.5% increase in annual management fee in 2012, and a 3% increase for 2013 and 2014 noting that if inflation is lower than expected, the numbers may be renegotiated for 2013 and 2014.

**Maintenance Report:** Unit 202 had a clogged kitchen sink drain; units with back-to-back kitchen sinks seem susceptible to this issue. The west elevator has been working properly since repairs. The manufacturer replaced the suspension tank (which was only replaced in February) due to a pin-sized hole leading to leakage. A snowplow to be attached to Joe's truck has been ordered. The exterminator bill for Unit 201 will be charged to the unit.

**Gym equipment:** Looking into the price of a new Stairmaster. Looking into the price of replacing the foam pads on weight machines. Joe will have someone come in to check all gym equipment.

**Old business:** Sarnafil completed fixing the improperly flashed scupper on the penthouse roof. Debbie will be taking pictures of the condo walls to send to Infra-Red Analyzers to show elevation and relative distance from neighboring buildings. 6 poinsettias ordered for the lobby. Natural gas rate locked in for 2012.

**Roof Top Cooling Tower:** Motion was passed for Cooling and Heating Specialists to replace the cooling tower with an Evapco unit for \$139,485 giving a total estimated project budget of \$168,915. The Evapco unit includes the offer of a motor davit/jib boom and a 316SS basin at no additional cost.

**Parking space easements:** Lawyer is looking at the paper trail in regards to the 5 parking spaces (1, 2, 3, 28, 29) leased out by Babas Corporation to determine the legality of the transactions. Motion was passed to grant Parking Space 27 as appurtenant to Unit 607. Parking Space 25 will need to be granted as appurtenant to Unit 606 in the future, prior to or at its sale.

**Other business:** Phil is working on the elevator specs and bidding packet for elevator upgrade in 2012. Motion was passed to pass a rule to prohibit use of common areas by nonresident owners of an occupied unit. Memo drafted regarding clogged bathroom drains often due to hair blockage, resulting to flooded common areas to be sent out.