

Bay Square Minutes January 28, 2008

The meeting was called to order by Chair, John Patrick. Attending were Ann Oppenheimer, Oktor Skjaervo, Nancy Jacobson and Jackie Landau. Joe Andrade and Derik Opdyke were also present.

In the **Open Session** the owners from 505 expressed concerns about a letter from Derik regarding noise. After some discussion the Board agreed the letter was premature and suggested tenants make every effort to speak to one another regarding problems before bringing it to the board.

The **minutes** of the December meeting were approved unanimously. The parking issue seems to have been resolved.

Financials were discussed. Derik went over a new format for capital expenses and the board made some suggestions. The report will be consolidated with matching vocabulary.

Joe reported on **Maintenance**. Someone with a satellite dish inquired about paying the cable fee. It has to be paid by all units according to the discounted contract we have with Comcast. There was a leak in the ceiling over the market and a plumbing contractor will make some repairs. We need replacement power booster pumps; if they are less than \$700, Joe is to go ahead. With regard to the failed master boiler, Joe will fax the Thayer engineer with some details of bid proposals and the engineer will issue recommendations. One boiler is down now and we should have two in working order. The heat exchange pump needs to be cleaned. The new pool and spa heaters are in place. One pool heater has been installed and the other is on stand by. Tomorrow the elevator test takes place. All units have been advised to turn off computers from 8:00am to noon. Instead of renting chairs for the annual meeting, Joe was asked to check prices for chairs and if the price is as expected to buy the needed chairs since this will clearly save money. There is adequate storage space to store them.

Balconies and railings were discussed. Derik brought an engineering study for replacement with an estimate of \$110,000; with contingencies, cost should come to less than \$140,000. They are aluminum with a permanent white finish.

The solar project was discussed. It seems the new roof must be in place before installing the photoelectric cells. There are many rebates going on now but we will wait because we have not budgeted for the roof until 2009. Derik may do some preliminary work with a solar contractor.

In **New Business** a letter from a tenant was received regarding move in fees. Since the condo was already furnished, the move in fee was reduced by half as has been standard practice.

The **annual meeting** agenda was reviewed. **The Board will meet at six to go over any contingencies.** Derik will begin, Ken will go over the Financials and Ann will present the capital budget. Trustee elections will follow. John will present the up coming

projects and will bring up the consideration of eventually replacing windows for more thermal efficiency.

The Board adjourned at 9:45 pm to go into Executive Session.

Nancy C Jacobson, Secretary