

The Board of Trustees of Bay Square Condominiums

Minutes of Board Meeting

February 17, 2009

The Meeting was called to order at 7 p.m. Present at the meeting: S. Britton, A. Hasson, M. Leshkowich, A. Oppenheimer, O. Skjaervo

Welcome to new member: Amir Hasson was welcomed as the board's newest member.

Election of Officers: The board unanimously elected the following officers: Chair, Oktor Skjaervo; Secretary, Sharon Britton; Treasurer, Ann Oppenheimer.

Persistent Odor In the Exercise Room: Derik Opdyke provided the data sheets on the adhesive used in replacing the broken mirror in the exercise room. Toluene, a highly volatile chemical with a strong and irritating smell, is contained in the adhesive. The board will ask Mr. Opdyke to determine if the condominium or the contractor is responsible for removing and/or replacing the mirror if the smell does not subside. In the meantime, the seams around the mirrors have been sealed with tape and the smell does appear to be dissipating.

Effort to Establish Bay Square as a Smoke-free Building: Based on the positive response at the Annual Meeting, the condo association is willing to proceed with asking unit owners if they support seeking an amendment to the condominium documents for a smoke-free building. Sharon Britton has offered to organize a committee to do the research needed to put together a well-developed argument asking owners to amend the condominium documents to establish Bay Square as a smoke-free building.

Survey Tool

Trustee Amir Hasson suggested introducing an online survey tool that could be used to better understand owners' interests on building-wide issues. He drew up a letter to distribute to owners asking for people to supply their email addresses or to indicate if they would rather receive paper versions of proposed surveys. He will distribute the letter within the month asking residents to respond by April 15.

Complaint Procedure

The board also discussed the need to establish a formal complaint process that we would ask residents to follow when and if personnel complaints arise. We will establish a central email address that will direct complaints to the chair of the board. In confidential matters, residents may be asked to submit complaints in writing by letter, rather than email, to ensure privacy. The current process for reporting building maintenance problems seems to work well. Owners may report building maintenance issues to the concierge desk and they are passed on to the building superintendent. Building owners may also report building maintenance issues to Thayer & Associates, the association's management company.

Resident Comments

Agnes Darbinian (unit 606) Asked the Board to address the fact that she has no Comcast cable connection in her unit, but she has been paying the monthly fee. The building superintendent believes the current owner's contractor disconnected the cable during extensive renovations. The Board will investigate possible remedies with Thayer.

Elaine Boettcher (unit PH3) complained that her windows are especially drafty and asked the Board to consider paying for having them replaced.

Diane Remin (unit 608) suggested that the board do a better job managing time at the annual meeting to ensure ample time for resident comment. She complained that members of the management company acted unprofessionally by criticizing her and another resident. She also suggested the board reconsider the current practice of repairing the heating units in individual units because the condo docs specify that owners should be responsible. She recommended that the reporting of Thayer's fees should be unbundled from other budget items to reflect the company's true charges; she recommended that Bay Square should not continue to pay for indemnification insurance for Thayer.

Moving up Timetable on addressing peeling balconies – this item was tabled until the next meeting when Derik Opdyke will attend.

Children's play area: Oktor Skjaervo expressed concern about young children playing around the heavy equipment in the exercise room. This concern led to a discussion about exploring the possibility for finding an area of the building that could be outfitted as a safe play area.

Adjournment: 8:30 p.m. after which the Board went into Executive Session until 9:00 p.m.