

## **Bay Square Condominium Trust**

Minutes of the Board of Trustees

February 27, 2006

The regular monthly board meeting took place in the Bay Square lobby. The following board members were present: Jackie Landau, Anne McNeil, Ann Oppenheimer and John Patrick. Not attending: Susan Tschesnok. Also present were Derik Opdyke of Thayer and Associates, Joe Andrade, superintendent and several unit owners.

The meeting was called to order by Jackie Landau at 7:00 PM.

**Open Session:** There was a request from an owner to revisit the sliding glass door resolution. A brief discussion ensued and there was clarification given that the resolution was approved by the Board previously and the only item left outstanding was the wording of the notification to unit owners.

**Election of Officers:** The following are the officer assignments for the current term:

Jackie Landau will continue as President;  
Ann Oppenheimer will serve as Treasurer;  
Anne McNeil will serve as Secretary.

**Minutes** of the previous meeting were not ready for approval and as such, this item was tabled.

**Financials:** Derik Opdyke made the usual monthly report on financial matters.

There was a brief discussion on where the Association stands as respects the budget relative to heating costs due to the relatively mild winter. Derik offered a comment on this subject indicating that we are in good shape relative to gas costs.

**By Law Changes:** There was a discussion relative to the mechanics of changing the by laws to enact a reduction in the percentage ownership approval required to make a change to the by laws. (Proposal is to go from 75% as is currently required to 66 %.) John Patrick agreed to work on redrafting the wording of the letter to be sent to the owners explaining the proposal.

**Sliding Glass Door Resolution:** It was agreed that there would be no vote to rescind the previous vote of the Board. Further, the Board will sign the resolution at the conclusion of the meeting.

**Comcast:** The renewal of the Comcast agreement is ready to be signed. The Board will sign at the conclusion of the meeting.

**Storage Lockers:** 14 unit owners expressed interest in obtaining lockers, and since there are 15 available, all who expressed interest will be able to purchase one. A lottery was conducted to determine the order of selection of a specific locker.

**Reserve Study:** The reserve study is expected to be conducted sometime this year. Proposals from engineering firms will be sought. The Board requested that Thayer also provide the Board with information on the professional qualifications of the firms under consideration as cost is only one of several variables which need to be considered in making the choice. Derik advised that he may be able to have the proposing firms make a brief presentation to the Board at the time they are making their cost proposals.

**Maintenance/Management Review:**

It was reported:

1. A new wooden gate will be installed at the pool.
2. We are still getting bids for the caulking and otherwise fixing the patio as well as resealing and recoating the pool.
3. A unit owner recommended the adoption of an official repair procedure such as a work order form when work needs to be done.
4. There is presently approximately \$20,000 work pending in the process of replacing those windows with broken seals or other defects. The Board asked Joe to clarify warranty information.
5. Trash pickup is now twice per week; this has resulted in a cost reduction.
6. Thayer is working on getting bids in anticipation of the expiration of the washer/dryer contract with Mac Grey.

**New Business:**

1. John Patrick led a discussion concerning a Bay Square website and what it might entail. There was considerable interest and John advised he might be able to provide a demonstration at the next meeting.
2. Committees are being set up, including Finance and Gardening Committees. Unit owners are encouraged to volunteer for committee work.

The next board meeting was scheduled for April 3<sup>rd</sup>.

Anne McNeil, Secretary