

The Board of Trustees of Bay Square Condominiums
Minutes of Board Meeting
Monday, March 23, 2009

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

Minutes of the Jan. 27 meeting were accepted. Minutes of the Feb. 17 meeting were approved with amendments and will be forwarded to board members for review before being posting on baysquare.org and on the bulletin board.

Survey Tool: A. Hasson reported that he will distribute a letter to owners asking them to sign up for online polling regarding condominium issues. He will ask residents who are interested in participating to respond by April 15.

Complaint procedure: The board agreed to adopt a new policy for accepting personnel complaints or comments or concerns from residents on matters other than maintenance issues. With the assistance of owner John Patrick, the board has established chair@baysquare.org as the new email address that should be used to direct comments and complaints to the board. The board is instituting this policy to create a clear process by which owners can expect to have their concerns heard and answered in an orderly way. When approached by owners with complaints, other members of the board will request that owners follow this process. In confidential matters, the chair may request an owner to submit a complaint in writing, rather than by email.

Residents may continue to report routine building maintenance issues to the concierge desk, and they will be relayed to the building superintendent.

This procedure will be added to the building's rules and regulations, which are distributed to new owners and residents, and which can be found posted on the baysquare website, www.baysquare.org. (username: baysquare; password, 950massave).

Roofing Project : The Board voted to accept a contract with Progressive Roofing for \$298,000 as the base bid for complete renovation of the building's roof, which is in need of replacement. The bid was deemed the most competitive of four received after considering price, reputation of the company and the company's familiarity with the Sarnafil roofing membrane that will be used. The contract includes a three-year guarantee on workmanship, a longer guarantee than is usually provided for this type of work. The project will begin by the end of April and should be 95% complete by July 1. The project will create noise and dust during the days when contractors remove rocks from the current roof by means of a large crane-hoisted vacuum.

Fire Panel: Thayer & Associates has hired a fire protection engineer to review the bid by Simplex Grinnell to replace the building's aging fire panel. The project will cost about \$48,000 and will begin before the end of April.

Smoke-Free Building: Trustees approved a letter presented by S. Britton to be distributed to building owners to introduce an effort to amend the condominium documents to establish the building as a smoke-free building.

Maintenance Report: Building Superintendent Joe Andrade reported the following building maintenance projects since the last board meeting:

- The second boiler has been installed.
- Joe thanked the board and residents for his surprise birthday party in February.
- New heat pumps have arrived and Joe will swap out one in the gym area that needs to be repaired.
- New rugs for the lobby entry have arrived. Two were ordered so that a spare rug can be put in place when one is taken out for cleaning.
- A new regulation requires that special drain covers need to be installed on the pool drains before the pool can open for the season.
- The pool should be open in April.
- Power washing of the garages is due and Joe will be cleaning the mold that has accumulated on the front of the building. He also hopes to remove graffiti from the brick near the loading dock.
- The hot water tank is due for inspection.
- Joe repaired another leak from pipes in the hallway on the penthouse level.
- He has installed a fragrance dispenser in the gym to deal with the slight lingering odor from the installation of mirrors in the exercise room. Using a technique recommended by the Cambridge Board of Health, the adhesive was treated with heat over a period of days to “cure” the adhesive and was thoroughly ventilated.

Peeling balcony paint: After receiving bids on a number of potential solutions for replacing the peeling balconies with new material, the board decided to adopt an annual schedule of painting to deal with the deteriorating paint on an as-needed basis. Bids for balcony replacement or balcony removal and treatment were in the range of \$300,000. Board members agreed that a regular program to paint the peeling balconies from year to year will be far cheaper (estimated in the range of \$10,000 to \$15,000 annually) and not cause major disruption that balcony removal would cost. Paint will continue to peel from year to year, but if we adopt a regular maintenance schedule, we can keep the problem to a minimum. The board plans to include this cost as a special line item in the next and subsequent operating budgets.