

## **Bay Square Condominium Trust**

Minutes of the Board of Trustees

April 3, 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 and Ken O'Brien of Thayer and Associates, Joe Andrade, superintendent and several unit owners.

The meeting was called to order by Jackie Landau at 7:08 PM.

### **Open Session:**

One owner mentioned that her large window screen needed to be repaired and she suggested that there be a sign up sheet so that other owners with the same situation could arrange for the repairs together and possibly save on the cost.

Another owner inquired about the feasibility of getting an outside vent for the kitchen area. The owner was advised that that plans for that work would need approval from the Board.

An owner requested clarification as to how condo fees were allocated to each unit. They were advised that condo fees per unit were allocated according to the schedule of beneficial interests set by the original developer.

The scheduling of the waterproofing of the upper garage was discussed. It was pointed out that the time chosen would mean owners would need to vacate the upper garage for a week that would include the Easter and Passover holidays as well as street cleaning in the area. It was agreed that a less inconvenient time span would be worked out.

Jack Carr from Criterium Mooney, a consulting and engineering firm, gave a presentation relative to their proposal to conduct the reserve study soon to be scheduled. He gave an overview of the firm and their experience in the field and discussed the scope of the job and the fee proposed.

A member of the Garden Committee gave a presentation and made a proposal for new planters and flowers. The committee is requesting \$6000. It was agreed that the committee would be allocated the \$1000 for flowers that was budgeted for this year.

**Minutes** of the previous meeting were approved.

**Financials:** Ken O'Brien from Thayer gave the monthly report on financial matters. He led a discussion concerning transferring some of the funds from the operating surplus to reserves. The Board decided to address this matter further at the next meeting. By that time the audit will be finalized and approved. Thayer also will look at two underperforming bank accounts in order to maximize interest rates.

**Reserve Study:** The representative from Criterium Mooney had left the meeting, and the Board discussed the proposals for the reserve study. It was moved, seconded and approved that the project be awarded to Criterium Mooney for no more than \$7000 as long as they will fully comply with the specifications presented.

**By Law Changes:** A final version of the pending proposal to amend the By-Laws was discussed. The proposal will now be called an Amendment Form and will allow the unit owner to either accept or decline the change. It will be sent to unit owners on this basis.

**Laundry Proposals:** Literature was passed out and the options will be discussed at the next meeting.

**Maintenance/Management Review:**

It was reported:

1. The new wooden gate for the pool will be installed next week.
2. Bids for the work around the pool were reviewed. It was moved seconded and approved that the project be awarded to J&W Waterproofing as their bid of \$7140 was significantly lower than the other bids received.
3. Window cleaning work was awarded to Blue Diamond.
4. As for balcony painting, Derik Opdyke will explore one more alternative before we decide about this project
5. The ball valves project was removed from the to-do list.
6. A letter will be sent to the Greater Boston Buddhist Cultural Center reminding them to leave the ventilation hoods over the cooking area on when they are cleaning.
7. It was decided that we would go forward with the control panel button replacement system project for the elevators. It was moved seconded and approved that we accept the bid for \$26,000.

**New Business:**

1. There has been an ongoing problem with personal items being left in common areas. This practice is not allowed. Items left in hallways, parking areas and any other common areas will be removed and the offending unit owner may be fined. A letter to all owners will be sent reminding them of this rule.
2. A request for tables and chairs outside the ground floor market was not approved.
3. The last storage locker was assigned to a unit owner who had not previously had one.

**Executive Session:** None

The next board meeting was scheduled for May 1<sup>st</sup>.  
Anne McNeil, Secretary