

# The Board of Trustees of Bay Square Condominiums

## Minutes of Board Meeting

April 23, 2009

The meeting was called to order at 8 a.m. Present at the meeting: S. Britton, A. Hasson, M. Leshkowich, A. Oppenheimer, O. Skjaervo, Derik Opdyke and Joe Andrade

**Financials:** Review of the monthly financials was postponed. Derik will send the financials by email for us to review and then make comments online.

**Roofing Project Update:** Derik Opdyke reported that Thayer & Associate's attorney had reviewed the final contract for the roofing project and made some minor changes. Oktor Skjaervo signed the contract. Derik said he anticipates that the first phase of the project should start by the end of April and should be complete by July 1. Vacuuming of rocks from the roof will be noisy. Contractors will be on the job by 7 a.m., but Joe said that where feasible, he will encourage them to tend to less noisy parts of the job early in the morning.

**Fire Panel Update:** Derik reported that Fire Protection Engineer Lawrence Roy reviewed our present fire protection system in relation to the proposal by Simplex Grinnell to update and upgrade the system. Roy made recommendations for minor changes to the contract, which will add some minor costs to the project. Roy also recommended that Bay Square consider making future improvements to upgrade all so-called field initiating devices to correspond with the new addressable fire panel once it is installed. Oktor recommended that we begin setting aside money for these improvements. The work on the current fire panel upgrade project will begin by mid May and take about a week to complete.

**Assessment of Solar and Wind Improvements:** Derik reported that he would be meeting with an engineer today to consider whether or not Bay Square could benefit from adopting either solar or wind energy generating equipment.

**Effort to Establish Bay Square as a Smoke-free Building:** Sharon Britton reported that she had received no responses from the letter sent out to residents asking for volunteers to serve on an *ad hoc* committee on establishing Bay Square as a smoke-free condominium. She asked the board for permission to work directly with Derik to have Thayer's attorney draft an amendment that can be circulated among owners for comment before it is offered for vote. She would like to use Amir's new survey tool to poll residents about the amendment along with letters. Sharon will follow up with Derik.

### **Survey Tool**

Amir Hasson reported that he had received a number of responses to his offer to introduce an online survey tool to gather owner input on issues facing the condominium. He will work with Thayer to cross-check the names to make sure that those included are owners. He will also draft a set of sample questions that could be put before owners.

### **Complaint Procedure**

Sharon Britton presented wording about the newly approved owner complaint/comment procedure that will be added to the rules and regulations. A summary of the procedure will also be posted in the case where minutes are posted. A new email address has been established for communicating with the board on issues other than routine maintenance issues: [chair@baysquare.org](mailto:chair@baysquare.org).

**Peeling balconies** – Joe presented an informal quote from the company that performs window washing at the building to paint balconies of about \$670 per balcony. Joe said that this company may be the only company likely to do the work without erecting scaffolding. He estimates that 83 balconies need painting and half of those have badly deteriorated paint. Derik will get another quote for painting. The board indicated a desire to make sure that this gets done during the current painting season, and we will look at the budget to determine how we can pay for the work this season and in the future.

**Maintenance Report:**

- Joe reported that he will be power-washing the garages, the front of the building and also the loading dock to remove graffiti in that area.
- The pool and spa are ready for opening pending approval by city inspectors.
- The fence at the rear of the property needs replacement. Joe will investigate if the posts that secure the fence can be replaced or if the entire structure needs replacement.
- Joe made improvements to the concierge desk, which greatly improved the available working space for staff members. Joe spent about \$460 on the file cabinet and wood to improve the space, which is a considerable savings over independent quotes we received for this job of between \$12,000 and \$18,000.

**Owner comments:**

**Diane Remin** (unit 608) asked for a report about what had been done to address her request that Thayer's costs be added to a line item budget of condominium expenses. She also asked trustees consider dropping the practice of paying for indemnification insurance for Thayer.

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