

Bay Square Condominium Trustees Bay Square  
April 29, 2007  
Minutes of the Board of Trustees

The meeting was called to order by Chair, John Patrick at 3:15 pm. Attending were Board Members Ann Oppenheimer, Jackie Landau, Nancy Jacobson and Oktor Skjaervo. Joe Andrade, Derik Opdyke and Ken O'Brien, Treasurer of Thayer Associates, were also present.

Open session was held but no one appeared.

The minutes were approved as distributed.

Ken reviewed the draft of the **2006 Budget audit**. After discussion Ann moved and Jackie seconded the acceptance of the report. The vote was unanimous to accept. Discussion on the **Quarterly Statement for 2007** was discussed. Jackie moved to have \$50,000 transferred from the operating to the reserve budget. Ann seconded the motion. The vote was unanimous to accept. This quarter showed a \$38,000 surplus. A clarification of Sports Club expenditures was requested, with the explanation that the unspent \$7,500 budgeted in 2006 was carried over into 2007. It was suggested that notations be added to the Financial Report to explain the part of the reserve fund that is earmarked for anticipated future expenditures. Beginning in 2008 these notations will appear in the Report.

**Maintenance** was reported on by Joe and Derik. The Spa leak has been repaired aside from an insignificant amount that is to be expected. The estimated pool opening is this week. Pool rules will be distributed by Derik. The brass refinishing of elevators is going ahead and will be done by Kamrowski as Jackie moved approval and Ann seconded the motion to do so. The vote was unanimous. Window washing and gutter bids from three bidders were discussed but sent back for more information because the bids varied so in cost estimates. Filters will be changed in May. Power washing in the garages will also occur in May. There was no opposition to using the same company as before. Residents will be notified and the work will not be done on a Green Street street-cleaning day.

A **Sports Club** security camera was discussed, its purpose is to alert the desk to any medical problems which might occur while exercising. There is room in the security equipment for four more cameras. The subject was tabled until the next meeting so residents could be polled informally about their willingness to be monitored while exercising. A defibrillation machine was also discussed but it was decided to revisit the idea at the Annual Meeting.

Roof leaks have been repaired and have withstood the last violent rain storm. The estimate for the skylight leaks in Ph2 came in at \$1,320. The company is reputable so Jackie moved and Oktor seconded the motion to replace the skylight. Unanimous.

The balcony painting problem was discussed. There was a partial estimate but Derik was directed to look further into that, as well as explore other methods such as replacement with a material that would not require painting.

The oldest upright exercise bicycle in the Sports Club will be removed. Removal of the Stairmaster was discussed but it was decided to hold off on this at the request of some residents who prefer using this machine.

**New Business** consisted of the safety memo which John will check and send to Derik. The memo would include recommendations for slider locks in condos with children, smoke detectors, as well as a note about arc fault circuit interruptors, all of which were discussed at the last meeting. Residents will be notified of the cost of installing the AFCIs.

The tracking of keys has been a problem. It was suggested that a \$100 deposit might encourage the return of keys by people vacating the premises. Derik will work on a plan for a key deposit system.

A resident's letter describing Mac-Gray's poor response to replacing a malfunctioning laundry card reviewed. Derik brought extra replacement cards (with \$5 to compensate for inconvenience) that are to be given to any residents who have problems with inoperable/malfunctioning cards.

Another letter was reviewed regarding behavior in the Sports Club and lobby. A reminder letter will be sent to the offending individual.

At 5:40 the meeting was adjourned to go into Executive session.

Nancy Jacobson  
Secretary