

Bay Square Condominium Trustees Bay Square  
July 23, 2007  
Minutes of the Board of Trustees

The meeting was called to order by Chair, John Patrick at 7:00 pm. Attending were Board Members Jackie Landau, Ann Oppenheimer, and Oktor Skjaervo. Joe Andrade, Derik Opdyke was also present. Nancy Jacobson was absent.

No one appeared for the Open session. We discussed briefly an issue recently brought to the attention of the board about the odor of oil-based sealers of hardwood floors. Due to the toxic fumes, we will require that this work only be done Monday through Friday between 8 a.m. and 4 p.m. and that fans need to be put in each unit window to vent to the outside. In addition, the board will suggest that residents look into using a non-oil-based sealer.

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

**Financials.** Concerning our money market account at the Charlestown bank, as CDs come due, we will reinvest only \$90,000, so that it can grow to \$100,000 with the entire amount covered by the FDIC guarantee. The next CD due is in September.

**Maintenance.**

- Elevator panels and interior brass have now been polished.
- Carpet cleaning in the common areas has been postponed until some of the construction jobs and moves have been completed. We are waiting for prices for replacing the carpet at the front door.
- Pergola replacement/repair. Currently we have estimates from Walpole Woodworkers and Pompeo. A third bid is due from Security Fence Co. A possible fourth bid may come from Cleveland. Russell Colligan from Walpole is coming on Friday morning at 11 a.m. to review his estimate with Joe Andrade and John Patrick, and any other board member wishing to attend. [This has now been done.]
- Caulking. Jackie Landau made a motion, seconded by Oktor, to accept the bid from JW Waterproofing for replacing the caulking around the base of the building. The color of the caulking should match the color of the sidewalk so as not to be noticeable.

**European balconies.** The board had been considering either PVC or fiberglass to replace these balconies rather than strip and repaint existing balconies. However recommendations from CBI Consulting and some of the vendors who are bidding for the work now recommend aluminum. The board asked Derik to proceed with aluminum when getting bids, and decided to plan to do the job in April 2008 because it has not been budgeted for this calendar year. We also discussed a project management fee for Thayer to oversee this job of about \$5,000. When we budget the job we must take into consideration the cost for removal of existing balconies and installation, as well as extra costs for attaching brackets, etc.

**Condo Documents.** The Declaration of Trust is now on the web site as a searchable document, and the Master Deed will be replaced with a searchable document shortly. The book of condo documents maintained by Thayer will no longer be made available to unit owners, because these documents are available on the web site.

**Pool Rules** Jackie Landau made a motion, seconded by Ann, to approve the revised Pool Rules, which will be posted on the web site and distributed to residents, and will replace earlier documents about pool rules.

**New business.**

- Parking space ownership. A question was raised by a unit owner about retaining the parking space in the garage when the unit is sold. The answer may depend on whether the garage space is deeded with the unit, or purchased separately. Derik will look into the answer.
- September social event. September 26 from 6:00-9:00 p.m. has been set for our fall party. Several members of the board are looking into the food and refreshments, and where to purchase them.

At 9:15 the meeting was adjourned to go into Executive session.

Ann H. Oppenheimer  
Acting Secretary