

## **Bay Square Condominium Trust**

Minutes of the Meeting of the Board of Trustees

September 13, 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, John Patrick and Nancy Jacobson. Also present were Derik Opdyke of Thayer and Associates, Joe Andrade, superintendent. One unit owner joined the meeting in progress.

The meeting was called to order by Jackie Landau at 8:00 PM.

**Open Session:** None.

**Minutes:** The minutes of the previous meeting were approved.

**Financials:** Derik gave the monthly report on financial matters. He reviewed the usual accounting statements. In addition, he mentioned that at the next meeting he will provide a report indicating funds allocated or spent but not yet recorded. This information will be very helpful for the upcoming budget process.

The financial report was accepted by the Board.

**Mac-Grey Lease:** The signed copy of the lease was misplaced by Mac-Gray during a recent move; a duplicate was produced and was signed by the Board.

### **By-Law Amendment proposal:**

It was reported that 10 more votes have been received 9 yeses and 1 no. A suggestion was made to close the vote and make a report on it at the annual meeting. A counter proposal was made that the issue be tabled at the moment but that a report could be made at the annual meeting highlighting how important this issue is. The lack of a sufficient number of owners voting shows how difficult it will continue to be to even consider changes to the by-laws. The latter option was the one chosen by the Board and the process will remain open.

### **Project Supervision Proposal:**

There was a discussion concerning Thayer's role in the upcoming roofing project, specifically with regards to paying Thayer a fee of 6% of the contract price. There were two schools of thought, but in the end, the Board voted in favor of having Thayer supervise the project. The Board also voted to have an engineer write up the project specifications.

**Maintenance/Management Review:**

It was reported:

1. There is ongoing maintenance scheduled to be completed in October: HVAC filters will be changed, the windows will be washed and the gutters cleaned. In addition, the drain pipes will be cleaned. The elevator button refinishing project will likely occur by the end of September.
2. The window replacement project is partially completed. The number of windows ordered was insufficient to replace all affected windows, so an additional supply will be obtained.
3. A unit owner had called the Cambridge City Building inspector regarding an issue with the storage units. Apparently, in three units storage is piled too close to sprinkler heads and the potential to interfere with proper operation of the sprinklers exists. The owners will be notified to correct the situation.
4. The leak in the spa continues to be monitored.
5. The reserve study is in its final stages.

**New Business:**

1. The Board will host a fall Barbecue to be held soon. There is a volunteer committee to plan the event and the Board voted to allocate \$1000 for provisions. The Board will encourage the planners to get a notice out to the residents as soon as the date has been chosen.
2. There was a request from an owner to use the patio. The chair will advise that the request is approved.
3. The memos concerning trash and plumbing matters will be finalized and sent out to the residents.
4. The project updating the pool signs continues. It is important to have the signs comply with Bay Square rules as well as state law, so further research is required and then new signs will be ordered as necessary.

**Executive Session:** A brief executive session was held.

The next Board meeting is scheduled for October 4th.

Meeting was adjourned at 9:30p.m

Anne McNeil, Secretary