

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Monday, November 22, 2010

Present: Jackie Landau, Mehmet Rona, Debbie Liu, Nancy Jacobson, Katie Moore (via Skype), Phil Renzi, and Joe Andrade.

Minutes: October 25, 2010 minutes read and approved upon minor changes.

Financials: The financial statements for the period October 1, 2010 through October 31, 2010 were read and approved. All expenses greater than \$5,000 will require the signed approval of Board Treasurer, Mehmet. Motion passed to increase condo fee by 1.5% for 2011.

Roof Project: Reviewed and approved change orders on the condition that a roof ladder be replaced or repaired. Skylight leaks to be repaired by sealing with plastic membrane.

Slider Install Update: Bills to be sent out to residents this week. Pella will be using a new installer, Wentworth, for the last round of 8 doors. Installation will go into Christmas.

Maintenance Report: Joe will be obtaining quotes for replacing the cooling tower in Spring 2011. Obtaining a second quote for replacing underground storage tank and placing it above ground to meet new environmental standards. Obtaining a second quote for waterproofing the planters.

Other Businesses: Obtaining sample reserve studies from various companies (e.g. Criterium and Onsite-Insight) to conduct our condo reserve study. Motion passed to spend \$800 on inspecting the elevators. Ten Poinsettias ordered for the lobby. Condo rules will be reviewed in the next meeting.