

BAY SQUARE CONDOMINIUM BOARD OF TRUSTEES
MEETING MINUTES
Monday, December 13, 2010

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

Minutes: November 22, 2010 to be read and approved upon completion.

Financials: No new financials to approve. \$250,000 of a matured Morgan Stanley CD was automatically transferred to Cambridge Savings Bank operating. Motion was passed to transfer \$101,381 from CSB operating to the Melrose Cooperative Bank reserve.

Roof Project: Roof project is complete upon replacement of ladder that was not completed as specified. Skylight leaks to be temporarily repaired by sealing with plastic membrane until Spring. Requested GRLA to draw up specifications for repairs. A new leak was detected from the townhouse stairwell skylight.

Slider Install Update: Invoices were sent out to 38 units on November 30, 2010. Pella will be using a new installer, Wentworth, for the last round of 8 doors.

Maintenance Report: Two quotes were obtained for installing a diesel tank. Motion was passed to hire Apex Co. to install new diesel tank above ground in the lower garage. Sample reserve study reports were obtained from three companies. Motion was passed to hire On-sight Insight for the job. Motion was passed to use infrared analyzers to scan electrical equipments for any over heating and the spa to identify source of leaks.