

**Bay Square Condominium Board of Trustees**  
**Meeting Minutes**  
Monday, December 14, 2009  
7 p.m. in the lobby

**Present:** Sharon Britton, Jackie Landau, Ann Oppenheimer, Amir Hasson, Derik Opdyke (arrived at 7:40) and Joe Andrade  
**Absent:** Meredith Leshkowich.

**Open Session:** Diane Remin pointed out an error in the capital budget that lumped windows and sliding doors into same line item. The board agreed that the two items should be listed in separate line items and will correct the budget.

**Minutes of the November 16 Board Meeting:** Approval of the November minutes were postponed until January because of the absence of secretary Meredith Leshkowich.

**2010 Nov. 23 Budget meeting:** Board members acknowledged that they had unintentionally neglected to post in advance the Nov. 23 meeting at which the budget was approved.

**November Financials:** The board reviewed and accepted the financial statement for Nov. 1 through Nov. 30. Amir Hasson noted a significant variance in the payroll and benefits line item under expenses. Jackie noted that while the variance appeared high that it is in line with payroll costs in previous years.

**Maintenance Report:** Superintendent Joe Andrade noted closing of the pool on December 9. He also noted completion of installation of pavers in the penthouse units as part of the roofing project. Derik Opdyke also reported that in the future, Cambridge Landscape Co. will perform exterior landscaping activities on an as-needed basis as determined by Joe, rather than on a fixed schedule.

**Progress on Smoke-free initiative:** Derik Opdyke reported that as of December 14, we have received 56 ballots in favor of the smoking amendment.

A reminder notice has been sent to owners who did not return ballots and members of the concierge staff have been making follow-up phone calls to urge owners to return their ballots. It was suggested that the concierge staff attempt to contact owners by email with an attached PDF of the ballot, which can be faxed back to the desk. Derik Opdyke will draft an email memo to owners and run it by Sharon Britton for approval before sending it out. Amir Hasson also offered to participate as part of a task force to reach out to owners who have not yet responded.

**Roofing Project:** Derik reported that the two remaining sliders should be ready for installation before the end of December. The board expressed frustration at the length of time it has taken to complete this last detail of the roofing project and directed Derik to seek another contractor to complete this work if Progressive Roofing does not complete this work immediately, withholding the funds from Progressive's final payment.

**Locker Lottery:** As of Dec. 14, we have received four applications for participation in the locker lottery out of 19 units that currently do not have lockers. The lottery will be held in the lobby at 7:30 p.m. on Monday, Dec. 21.

**Planning for the Annual Meeting:** Monday, Feb. 22 was set as the date for the Annual Meeting of the condominium association. The board will notify unit owners about the meeting and about open board seats that will need to be filled. Sharon Britton agreed to draft a memo to owners about board business that will be sent out prior to the meeting.

Adjournment: 9:20 p.m.