

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**January 25, 2017**  
**7:00pm**

- I. Board Members:** John Patrick, Jacquie Landau, Juliet Jacobsen, Catalina Arboleda  
**Staff:** Joe Andrade, Michelle Collins  
**Owners:** Judy Pirani; Lee Cornelison

Judy and Lee said their insurance had been cancelled; need verification that there has been remediation. John asks for a few modifications of their verification statement. Revised statement signed by Michelle, as Thayer representative. Judy and Lee presented their renovation plans and we approved their plans.

- II. Minutes:** Reviewed and approved December 2016 Meeting Minutes, with the following revision to item 11 in the Maintenance Review: we deleted "Fire phone pending", adding "3<sup>rd</sup> valve pending".

- III. Financial Review:** Reviewed December 2016 Financials. As of Dec. 31<sup>st</sup> operating expenses were \$74,421 over budget, with balance of \$71,201; Reserve Fund had an estimated balance of \$865,319. Jacquie questioned several unusually high monthly items in operating budget - plumbing (high because multiple bills from previous months were submitted), Rubbish removal, HVAC contract and Miscellaneous expenses; Michelle will check on these and report back. Jacquie will revise the predicted Operating Income and Expense Spread Sheet. Discussion on age of cast iron pipes in building and how there is no good way of knowing which ones are about fail.

**IV. Maintenance Report – Joe Andrade**

1. Pallet Jack for Trash Container Removal. Joe has concluded that he can remove the trash and recycling by side hall when necessary, so no need to buy this item for him.
2. Mac Gray 4<sup>th</sup> floor Washer Swap: both are now top loaders and all of us who have used them are satisfied with the new top loading washing machines.
3. Phone/fax line in Joe's office should be cancelled. Michelle will call Verizon.
4. Diesel Direct contacted Michelle to get paperwork to permit buying of diesel. She will make sure it happens.
5. Wilkinson has submitted maintenance plan for boilers.
6. Intercom service: ACP came yesterday to fix several units' intercoms. Phone at Front Desk may fail; as we know that it may take a long time to obtain a replacement, Michelle will ask again for a quote for replacement.
7. Bike tags have been ordered.
8. Fire sprinkler valve (third shut off valve) needs to be replaced by Simplex Grinnell. We will need a water shut off when this happens (mid-February or later).
9. Whalen filter changes are happening; they worked on the 4<sup>th</sup> floor today and hope to finish on schedule.
10. Fire panel issues. Some people had said that after the fire alarm incident, they were wondering if there was an all-clear. We have discovered that there is a microphone at the Fire Panel, so we can train the front desk staff to announce that the emergency is over. We can plan a test of fire speaker system on specific a date and time; if people can't hear the speaker, they'll need to contact the front desk, so we can address at a later date. We will craft a message and go over the protocol with the front desk.
11. Bed Bug Inspection dog (American Canine) did not come for the inspection. He has rescheduled for Monday, January 30<sup>th</sup>.
12. Richie Auger of Cooling and Heating has said his company would install Whalen units or alternative (Adirondack Aire Heat Pump from Cold Point) for \$150-200. We will get a quote from local distributor HTS New England (Justin Thorpe) for same.
13. Various proposals: BRS bid \$293,800 for expansion joint repairs and \$7500 for sealing boiler room. All Star Boiler Room Proposal has not been received. CCI had estimated \$54,000 for expansion joints, but we are not sure if they are referring to the same scope of work as BRS's proposal. John suggested that BRS' bid may be for redoing all east, west, and south facing

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expansion joints, and CCI's bid for replacing only damaged joints on same building faces; Michelle will check on this. CCI had quoted \$19,800 for sealing boiler room. We made a motion, seconded and approved to have BRS do the sealing of the boiler room for \$7,500.

14. Michelle, John, and Joe met last week with APC Hydro Excavation and Cambridge Landscaping. The price submitted for plant (\$7,000) and root removal (\$18-26,000) was submitted. APC's proposed expenses for soil removal were about \$5,750 per day with an estimate of up to 20 days. Both asked us to provide fall protection fencing prior to beginning this work. Thayer is recommending we look into other companies that would do all of the work (e.g. Atlantic Restoration, for excavation and waterproofing work, and Fitzgibbons, another company) for other bids. We will contact the city to see what the safety code is for railing or fencing around the pool and bordering Green Street.
15. We viewed and voted to approve the paint colors proposed for the interior of the building: choosing Navajo White, as the main color, with the white (on the left) with the most contrast, as the contrast color.
16. Buzzer for front door is not being heard in the foyer. Needs to be repaired

**V. Old Business:**

**1. General Correspondence of the Association**

**A. C1 Communications:**

1. Letter from Dumpling House reviewed by Board and by our lawyer. Matt Gaines thinks pan on stove and causing a fire alarm at 1am is a single case, that cannot lead to legal action. However, he said leaving the dirty dishes needs to be attended to. Motion made and seconded to levy a fine of \$500 for compromising safety of building, leaving pan unattended on stove, causing fire alarm and leaving dirty dishes in the sink.
2. Parking in loading dock needs to be only for trash pickup, deliveries, moves, and occasionally contractors, or under unusual extenuating circumstances for residents, for no longer than 60 minutes. The Dumpling House has been abusing the parking in the loading dock, given they have several spots in the garage. Our policy from now on is that if anybody leaves a car parked there, they need to notify front desk and leave a phone number where they can be contacted, in case the car needs to be moved. Letter will be sent to Dumpling House saying if they park there again, they will be towed; we have warned them enough times.

**B. General Correspondence.** Two owners were contacted about leaving items outside their units. Unit PH2 and PH3 will be contacted also about their shopping cart and stroller. Unit 106 will also be contacted about his golfing bag.

2. **Contact Form Update:** Four people haven't submitted their information or paid their \$100 fines.
3. **2016 Whalen Payment Update:** Seven units are in arrears for greater than 90 days; we've charged them a late fee. We will send them a letter saying that we will refer to a collection agency.

**V. New Business:**

1. Joe Andrade Rental: Bobbi Bishop is looking into new rentals for Joe; 603 and 404 are for rent. We will think about renting the 4<sup>th</sup> floor unit.
2. Elevator Contract Increase: increased by \$8.00 monthly
3. Mac Gray Cashless Option: free installation of cashless option, in addition to cash

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4. Whalen Units: we have been trying to get prices for alternatives. Regarding loaner units, we will draft a letter saying we will provide a loaner machine for a defined time period, but then there will be a rental fee for extended use of loaner.
5. Thayer File and Storage: Thayer wants to keep only most paper recent bills and invoices, they will scan and retain digital copies then shred older receipts. We need to know their backup plan for digital data before approving. The data must be secure, with a backup copy regularly made.
6. Annual Meeting documents reviewed and chairs ordered. Notices sent.

**VI. Action Items Completed**

1. Flammables certificate application has not been received
2. All door work in loading dock going into receiving room has been completed

**VIII. Future Capital Projects; Prioritization and Planning:**

A. Capital Projects for 2017 and Forward

1. Planters Around Pool – Waterproofing and Capstones
2. Fitness Room/Locker Upgrades
3. Elevator Protection East Elevator
4. Decorator for Carpeting Replacement/Bathroom Replacement

**IX. Executive Session**

**Holiday Party:** Mon January 30<sup>th</sup> from 6:00-8:30 in lobby

**Annual Meeting:** Wed. February 15<sup>th</sup> at 7PM; check in starts at 6:40PM in lobby