

## **Bay Square Condominium Trustees Meeting**

**March 23, 2016 7:00pm**

**Board Members:** John Patrick, Juliet Jacobsen and Catalina Arboleda,

**Staff:** Joe Andrade and Michelle Collins (new Thayer Property Manager)

**Owners:** Meredith Leshkowich, Jacqueline Landau, Debbie Koplow

### **I. Call to order**

**II. Minutes:** Reviewed and Approved January 2016 Meeting Minutes

**III. Financial Review:** January and February 2016 Financials were reviewed

### **IV. Maintenance Report – Joe Andrade**

A. Window cleaning: will get bids from several companies, including Squeaky Clean, who has done it in past. To be done after pollen season. We will review if needs to be done later as well.

B. Elevators were polished

C. Carpet and Tile Squares-vestibules will be done first. Then we will discuss samples for elevator and carpets. Carpet for Common Area in front of Unit 1A and 1B will be done before others, so we can see if we like Carpet Squares.

D. Control joints-20-year warranty on caulking; Metropolitan Co. who did the work will be contacted

E. Painting of the balcony railings: Rhino Shield will be contacted, as this material lasts longer- they will also be contacted regarding the north side balcony that needs repainting

- F. Replace rest of capstones on penthouse condos that need the work
- G. Leak coming from roof (corner of cooling tower and West elevator) needs to be investigated and, hopefully, fixed
- H. Double doors on receiving/trash/recycling room need to be replaced: we will place camera by doors so that entire room can be recorded; doors will be securely locked, ideally lock can be controlled remotely from concierge desk
- I. New owners of unit 506 live in China; they have been unresponsive to contact attempts; but several people live there. We are attempting to contact. As a result of this and other experiences, we will institute a **new rule**: when someone schedules move, front desk needs to receive the check for move-in fee and requested documentation **BEFORE** move in date can be scheduled and elevator reserved.
- J. Cambridge College is moving to Charlestown. We will try to purchase their parking places (9 parking spots); we want to ask if they're interested in selling and then decide how to offer them to owners.
- K. Flammables cabinet: Insurance company is asking for it to be kept outside. However, we will get letter from Cambridge Fire Department to get approval for the inside cabinet, as the Fire Dept. is okay with that location.
- L. Joe feels hot water boiler and hot water tank replacement are high priority since there is risk of failure of the hot water tank. Will ask C<sup>3</sup> to begin work ASAP.

## **V. Old Business:**

### A. Pool/Spa Repairs and Legal:

1. Draft Agreement and Legal Document have been signed
2. Pool and Spa Deck Repair to be scheduled.

3. ? Sealant for Pool Deck (Flortex 40)

B. Whalen Units Policy: Mold-proof filters included in quote from Heating and Cooling: we will get copy of proposal and specify the kind of filters; we will start the process ASAP, as hoses and filters may need to be ordered

C. Renovation Updates: C2 – Beginning Renovations-No Move in Date yet. Will become English as a Second Language space for Chinese speakers.

D. C1 Communications: New noise Complaint and Insurance Inspection for Dumpling House. Insurance inspection was concerned that they didn't have a baffle filter on the "fryolators"-inspector needs to come back to determine what is wrong. Noise complaints-owner's representative is willing to work with Debbie Koplow. Jacqueline Landau offered to sit in her apartment to listen to noise. Given previous warning about chopping will issue fine again for another complaint. Convenience Store is no longer there; not clear what will replace it.

E. Correspondence/Action Items Completed (not listed above)

-Insurance Claims for Common Area; Unit 1A and B were processed

F. References for C<sup>3</sup> Engineers for Boiler Hot Water Boiler Tank

- Obtained and given all of them have been so positive, we will hire that company for job

G. Pending Action Items:

1. Flammable Cabinet (see above)
2. Front Desk Chair Request: we will buy one for staff

H. Reserve Study Update. Updated new draft came in too late for review at this board meeting. We will review at next meeting.

## **VI. New Business:**

1. Cambridge College Parking (see above)
2. Certificate of Election-Board Members (see below)
3. Rug Sample and Pricing (will take up next meeting)
4. Move in-Unit 506 discussion (see above)
5. Pilera and Bay Square Website (to be worked on by Michelle)
6. Window Washing (see above)
7. Storage of Minutes, Insurance Policies and Warranties, etc. –we will decide whether file cabinet in Board Meeting Room or at Thayer.
8. **VII. Future Capital Projects; Prioritization and Planning (not discussed at meeting but for future discussion)**

### A. Capital Projects for 2016 and On

1. Loading Dock Repairs - Stairs and Walkway and Loading Dock
2. Planters Around Pool – Waterproofing and Capstones
3. Hot Water Boiler Replacement- (For Loop not Domestic Hot Water Boilers)
4. Fitness Room/Locker Upgrades
5. Common Area Vinyl Tile Replacement
6. Elevator Carpet Replacement

7. Elevator Protection East Elevator
8. Decorator for Carpeting Replacement/Bathroom Replacement ?
9. Review need for upholstery of chairs and benches and some art replacement?

### **VIII. Executive Session:**

Jacqueline Landau and Meredith Leshkowich were appointed unanimously to the Board

For next agenda: Discussion Construction Fee and Move-in fees

Meeting Dates: for April and May to be obtained through email.