

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**April 18, 2016**  
**7:00PM**

**Board Members Present: Meredith Leshkowich, John Patrick, Jacqueline Landau, Juliet Jacobsen, Catalina Arboleda**

**Staff Present: Joe Andrade and Michelle Collins**

**Owners Present: Huma Gupta; Bob Greene**

**I. Minutes:** Meeting was called to order. March 2016 Meeting Minutes were reviewed and approved with one spelling change.

**II. Financial Review:** Total on March 31, 2016 Operating Fund Balance was \$160,156; Total Reserve Fund Balance was \$820,468; \$300K Assessment will be completed in April 2016.

**III. Maintenance Report – Joe Andrade**

1. Loading Dock Repairs: CCI vs. BRS Bids were compared; CCI bid was very specific; we have experience with this company for Upper Garage; approved and seconded the bid from CCI; all were in favor
2. Window Washing: bids from Crystal Bright and from Squeaky Clean were reviewed. Squeaky Clean proposed and included gutter cleaning in addition to window cleaning. Motion was made to approve bid for window and gutter cleaning for Squeaky Clean for \$4600
3. Pressure Washing Garage Floor: Squeaky Clean will be doing garage cleaning as well
4. Camera Install-Loading Dock: need to call Vigilease again to see when they will do the work; proposal was for just under \$800
5. Trash Proposal: we need to coordinate with the restaurant so that all the trash is picked up at same time; currently paying \$964 a month to current vendor, Republic. Waste Management is proposing \$650. We will ask for pick-ups after 8AM. Motion was made and seconded to switch to Waste Management. Motion was approved unanimously.
6. Whalen Maintenance Hose Replacement: Joe Andrade called Cooling and Heating to ask about hoses and filters; until we have the hoses and filters, we cannot schedule Spring

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**April 18, 2016**  
**7:00PM**

Maintenance. As soon as they arrive we will schedule Whalen unit maintenance immediately.

7. Unit 606 patio furniture still in the hallway; email will be sent by Michelle Collins stating that if furniture is not gone by Friday 4/22/16, furniture will be taken away.
8. West side vestibule lock cylinder was replaced.
9. Compactor room drain was overflowing: Drain Doctor came. Joe Andrade has had unclogged several kitchen sinks. We concluded that hair and dental floss had been dropped into sinks; notice will go out to all owners and renters.
10. Railings –proposal from RhinoShield has not been received but they estimated over the phone that it would be \$31,000 for 9 penthouses and 6 balconies, with 25 year warranty. We will await formal proposal.

**V. Old Business:**

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

1. Update: Tim Walker came on 4/18/16 and approved the work that Weston Sampson did; spa jets will be tested.
2. Pool/Spa Permit: Joe will fix concrete spalls on pool deck. \$50 permit for spa and pool will be obtained. Pool will be opened after all of these steps are completed.

**B. C1 Communications:**

1. Dumpling House restaurant was assessed a fine of \$250 in response to further noise complaints.
2. Baffle Filter to prevent fires was installed; this was a requirement from the insurance company.

**C. Correspondence/Action Items Completed (not listed above)**

1. Chair was ordered from Office Depot, but staff doesn't like it. We are asking them to try other chairs (perhaps at Staples), before reordering.

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**April 18, 2016**  
**7:00PM**

2. General Correspondence of the Association: Two women and a child reside in Unit 506; the owner doesn't live there. Contact info obtained and move-in fee paid.

D. C-Cubed Engineers for hot water boiler and tank replacement: two proposals have been submitted by C Cubed (Commercial Construction Consulting, Inc). There was a difference of several thousand dollars between the two proposals. This was related to their work schedule, new software, and the addition of project management services. They did agree to get the job done this year. Given the relative urgency of the hot water tank replacement and the quality of the recommendations received, we made a motion and seconded and unanimously voted to approve their latest bid of \$24,000. Michelle will contact them and have them get started.

E. Pending Action Items: Flammables Cabinet Update-Insurance Requirements. We had to obtain a permit from the City of Cambridge to be able to store the gasoline; permit is for storage of flammables and combustibles. Now that we have permit, Joe will order cabinet. Insurance also requested a hydraulic data plate from Simplex Grinnell to be attached to the fire sprinkler system's main riser; this is in process.

F. Reserve Study Update:

- a. We approved the third version of the Reserve Study; spread sheet for last year's budget was reviewed; we will now work on estimated Capital Budget for next 3 years and then decide on what to do about final Special Assessment.
- b. Juliet Jacobsen is resigning as Treasurer; Jacqueline Landau will become the new Treasurer

## **VI. New Business:**

1. Certificate of Election-Board Members for new members Meredith Leshkowich and Jacqueline Landau was signed

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**April 18, 2016**  
**7:00PM**

2. Special Assessment Duration-we need to wait until we have a estimated budget
3. Rug Sample and Pricing: Starting Point Collection 953 Alpha was chosen in carpet tiles; for Vestibules Karndeen Indiana LLT202; extra tiles and extra rug squares will be ordered.
4. Parking Rental: space behind East elevator is for rent (\$200); notice will go to owners regarding this space
5. Owners of unit where Joe lives wants rent money to be directly deposited into their bank account; we agreed to do this if possible
6. Confirmed next Board meeting on Monday May 9<sup>th</sup>; Summer Meeting Dates will be Tuesday June 4<sup>th</sup> and Tuesday July 19<sup>th</sup>, 2016 at 7pm. There will be no meeting in August.
7. Updated owner percentage is 52%.
8. Pool Opening dates: see discussion above as to how it will be determined.

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

A. Capital Projects for 2016 and Forward

1. Planters Around Pool – Waterproofing and Capstones
2. Fitness Room/Locker Upgrades
3. Common Area Vinyl Tile Replacement
4. Elevator Carpet Replacement
5. Elevator Protection East Elevator
6. Decorator for Carpeting Replacement/Bathroom Replacement

**VIII. Executive Session:**

1. Arrears Report