

## **Bay Square Condominium Trust**

### **Trustee Board Meeting**

**May 9, 2016 7:00pm**

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

**Staff:** Joe Andrade, Michelle Collins

**Owners:** Louise Druke, Eva Ehrlich

**I. Call to Order:** Eva Ehrlich was interested in the parking spot for which we had a lottery. Her handicap makes it difficult to get from her parking spot on Green Street into the building. We will ask the person who won the lottery if she is willing to swap her parking spot with Eva Ehrlich's. Louise Druke has sold her unit and is leaving for Germany.

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

**III. Financial Review:** Financials from accounting are not yet ready. Budget for 2014 was found by Michelle Collins; Jacquie Landau will work on the projections for next three years from this budget and the recent reserve study

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

- A. Whalen Maintenance Hose Replacement Update: Cooling and Heating has all the supplies for Whalen Units; Joe will go around with the Cooling and Heating person and, in each unit, inspect for plumbing leaks and at the window caulking, since there are already some caulking defects and the work is under warranty. Notice will go out stating that this project will start next Thursday, May 19<sup>th</sup>.
- B. Video camera was installed in the receiving room by the loading dock door.
- C. Green Street garage lost power for two whole days; two wires shorted inside a water pipe. Electrician repaired.
- D. Gasoline storage cabinet and 5gallon safety container delivered and installed.
- E. Tenant of Unit 606 said he never got notice about his patio furniture; \$50 will be charged to owner; furniture must be secured by end of the month or there will be fines to the owner. Both 606 and 607 will get notices about their outdoor furniture needing to be secured. Tenants on first floor will also be told to secure their patio furniture.

F. Fire panel system was to be tested on May 4<sup>th</sup>, but Simplex Grinnell did not come for the test. Test needs to be rescheduled. Fire Chief wants all building floor plans on the wall inside of the fire panel room.

G. Garages were pressure washed.

H. Loading Door replacement: still waiting for price.

I. Window Washing will be done mid to late June.

J. Rhino Shield for railings: we need to confirm with them that the scope of work coincides with the number of railings.

K. Leak that went into Upper Garage came from restaurant. Restaurant provided their own contractor and repaired it.

L. Capstone Replacement: BRS will come and take a look

M. Unit 313 shower valve is leaking into 106; owner of 313 will be told that he should do proper mold remediation in both units; awaiting new valve for plumber to replace.

N. Waste Management Transition: Michelle spoke with Patrick of Waste Management re their \$650 quote; they anticipate 5% annual increases. Called Republic (current company) and they will honor \$628.25 for three years-this is a large reduction. Motion was made and seconded to stay with Republic. All approved.

O. Loading Dock repairs will provisionally start Monday, May 16 & will last 5-10 days; work will be noisy, especially at the beginning.

P. Pool and spa jet work was completed and the functionality appears to have improved; pool hasn't opened because we haven't received permit

Q. Carpet and Tile Install: Estimate from Floor Source was about \$1500 cheaper than Lechmere. We will proceed with Floor Source: \$3793.24 Motion was made and seconded to use Floor Source. All approved

R. Joe started making a list to prioritize what needs to be done in next five years. We will start getting bids for locker room repairs. 2<sup>nd</sup> year: Lower garage before upper garage. Water proofing planters in 3<sup>rd</sup> year also epoxy of decking of pool the same year. 4<sup>th</sup> year: paint all common areas, replace all the carpets and repair front desk reception. 5<sup>th</sup> year: replace all exterior light fixtures and front doors and any other door that needs replacing.

S. Joe took some steps to mitigate knotweed. May need to be repeated.

T. Michelle will request an audit for all light fixtures in the condominium from Eversource.

**V. Additional Old Business (not discussed under Joe's maintenance):**

- A. C1: kitchen exhaust cleaning was done. This is now scheduled quarterly for the future.
- B. C-Cubed Engineers for Hot Water Boiler Tank Project Start Date; Michelle wanted to make sure we would be on track for heating season. They will need to review the drawings and we will have a special meeting to review project and schedule a date, after their plans come in.

**VI. New Business:**

- A. Insurance Renewal Question: renewal was approved. Browne and Browne and Insurance coverage for mold was excessive.
- B. Pilera Launch: launch of Pilera web site for association; advantage is that we can use this to track expenditures. Michelle will look at the current BaySquare website and transfer some of the information from that website to the Pilera system.
- C. Planters and Budget Projections were briefly discussed, but we will address in future meeting.

**VI. Future Capital Projects for 2016 and Forward; Prioritization and Planning:**

- A. Planters Around Pool – Waterproofing and Capstones
- B. Fitness Room/Locker Upgrades
- C. Common Area Vinyl Tile Replacement
- D. Elevator Carpet Replacement
- E. Elevator Protection East Elevator
- F. Decorator for Carpeting Replacement/Bathroom Replacement

**VII. Executive Session and Dates for Future Board Meetings: June 14th and July 19th**