

Bay Square Condominium Trust

June 14, 2016

Meeting Minutes

I. **Board Members Present:** Meredith Leshkowich; John Patrick; Jacquie Landau; Juliet Jacobsen; Catalina Arboleda
Owners: Fann Liu; Eva Ehrlich; Lee Cornelison; and Bob Greene
Staff: Michelle Collins and Joe Andrade

II. **Owners Concerns:** Lee Cornelison asked about the sewer overflow that occurred on May 19th. Was it caused by Dumpling House? Our investigation suggests that the proximate cause was an engineering one. On Bay Street a manhole interrupted our sewer line and acted as the equivalent of a “septic tank” that had never been pumped in its existence. It was filled with enough solid material to caused a backflow into the affected units. The problem has not been completely solved; we are attempting to have the city help us remedy it to prevent a recurrence. We need a direct connection from Bay Square to the sewer line. Last December 2015 was the first time the units overflowed in 27 years. There are no records of when a manhole was placed in this location. City either failed to inspect properly when the building was built or subsequently allowed someone to put it in. City is investigating and will get back to us ASAP. Legally we have help both through Thayer and Condo Insurance Co.; condo adjuster is also going to demand an investigation. We would like to find a common line through three units that were affected and install a backflow valve there. Bathtub needs to be snaked in Lee Cornelison’s unit. Fann Liu had question about insurance: will the Master Insurance kick in this time, as well as it did past December? Deductible is much higher than it was last year. Owners affected will be in touch with Michelle regarding insurance.

III. **Minutes:** Reviewed and approved April 2016 Meeting Minutes: a motion was made and seconded to approve minutes; all voted in favor.

IV. Financial Review:

April 2016 Financials Operating Balance as of 4/30/16 was \$159,942; Reserve expenses were \$13,895. As of April 30, 2016 Reserve Fund Balance was \$872, 159. Second Special Assessment of \$300K was completed on 4/30/15. Third Special Assessment will start May 1, 2016, expected to be completed April 1, 2017.

V. Maintenance Report – Joe Andrade

1. Whalen Spring Cleaning Maintenance: will be finishing lower units next week; with warmer weather other things needed attention
2. Window Washing will be postponed until next week in order to give notice to everybody to remove their window screens. Joe called Squeaky Clean; Ana, at front desk, will send notice to owners about rescheduling.

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3. Rug Installation: we are still waiting for a quote from Floor Source
4. Loading Dock Repairs: CCI has been here. Unexpected surprises: water under the dock, cracks on East Wall of loading dock and in UG Joe found concrete falling down onto floor. These will be repaired while CCI is still here.
5. Loading Dock Doors have been ordered; we are waiting for installation
6. Update on Rhino Shield: they have not responded to our inquiry
7. Backwater Flow Preventers Basement Units: we discussed this with the owners of the units affected at beginning of the meeting. We need an engineering company to look at the plans and tell us where to put the Backwater Flow Preventers. We will use a camera to see in Lower Garage to see where water is going.
8. Floor Source bill for elevator vestibules was reviewed; we found errors and will request a review of the charges.
9. Simplex Grinnell, when tested sprinkler system, found Upper Garage main control valve to dry sprinkler system needs to be replaced ASAP; we need to make sure they do not charge for two tests, as they didn't show up for one. Board approved funds for replacement.
10. Boston Environmental takes care of cooling tower; we need to pay them \$2560 for 2017, a small increase.
11. Grease traps in Dumpling House restaurant will be inspected tomorrow to see how often they should be cleaned and Drain Doctor will be there to see how it should be done. Board of Health was called in to inspect the restaurant; they found some violations.
12. Drain Doctors will be doing the clean up of drains in laundry rooms.
13. Elevators: East Elevator and then West Elevator stopped working over past two weekends. Joe called one time but not other. Do we want to get elevators working on weekend or wait until Monday? If we have both elevators down, or something scheduled in building for Monday, then we need to call on weekend. We renovated the elevators a couple of years ago, so we should find out what the warranty status is.
14. Moves: Four moves out; we will have four moves in.
15. PH5 is having a leak in their ceiling; we wonder if this is related to the fire staircase leak on West side. Rain hitting Cooling tower wall may be leaking through the ceiling and may be collecting. For Water Proofing: we can consult with CCI or consult with a company that specializes in water proofing (perhaps All Star? Or Statewide Water Proofing?)

VI. Old Business:

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

1. Pressure Washing of Garage Floor was completed

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2. Camera Installation in Loading Dock

B. C-Cubed Engineers for Boiler Hot Water Boiler Tank

Michelle C. and John P. met with Jim Avitable to discuss Boiler Project RFP and associated energy savings. List of things he needs for Joe to follow up on. Will get Jim A. bills so they can estimate energy efficiency. Confident they can complete work before heating season. Michelle will check on when bidding process will start.

VII. New Business:

1. Sewer Back Up Insurance Claim: Adjuster came and looked at two units and floor that was affected; insurance company will see if they can pursue a claim with the city. Michelle will be meeting with mayor
2. Emergency Response Communication with owners and renters needs to be up to date. In future we will not only collect the \$500, but also need everybody's contact information before move-ins. Pilera will be launched as soon as possible.
3. Welcome Packet reviewed and approved unanimously.
4. Parking Rental: Eva is happy with her rental space.
5. Support Animal Rules were reviewed. A motion was made to approve these rules and seconded; all voted in favor
6. Board voted to attempt an Amendment of the Master Deed denoting Bay Square a no pet condominium
7. Green Street Poolside Planters Landscape Architect Planning. We want to hire a landscape architect to come up with a plan for the planters. Motion was made and seconded to approve
8. Unit Sales Information: 3 units were sold
9. After review of a tenant request, pursuant to federal and state laws, the board approved a reasonable accommodations request.

VIII. 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. Elevator Protection East Elevator
4. Decorator for Carpeting Replacement/Bathroom Replacement

Next Meeting will be Tuesday July 19th at 7pm