

DRAFT-Bay Square Condominium Trust
Trustee Meeting
July 19, 2016
7:00PM

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

Staff: Joe Andrade and Michelle Collins

Owners Present: Judy Pirani, Lee Cornelison and Fan Liu

Owner Concerns: Lee Cornelison brought up concern re Backwater (aka backflow) Prevention Valves. To date, we have spoken with both Drain Doctors and met with United Mechanical. We have discovered where sewer pipe serving the lowest units exits to Lower Garage main line. Backwater valves work 80-90% of the time; they may fail because of such things as feminine products and floss being flushed down the toilet and being caught in the valve. United Mechanical suggested that most ideal installation would be placing a valve in each unit. This would involve digging up each unit's bathroom floor, and since current bathrooms are out of code, require \$20K per unit to install valves and bring it up to code. Placement of valves is an issue; we could consider installing one valve in line from units to the Condominium's main line, but then in an emergency situation we may need to shut off the water to that stack. Fang Liu asked about fixing manhole that clogged; the current state of negotiations with the City was discussed. One main line going out from the building connects to manhole; two smaller pipes go out of the manhole to the city's sewer line. Nobody knew this manhole was there, so it had never been cleaned out. One estimate of cost of repair of manhole would be "about" 11K.

We will send a letter to unit owners/renters and the restaurant on proper use/what not to put in toilets and and "garbage disposals." Six months after restaurant opened we had first of several back ups. Letter to the restaurant asking them to put signs in toilets in Chinese and English regarding what belongs in toilets, receptacles in toilet rooms, and grease trap cleaning. We need to ask the city about which biological products to use to break down the waste.

Insurance claim has been settled by the Condo Insurance Co.

Fang Liu has noticed occasional sewage smell in the Green Street garage. Hallway carpet going out to Green Street will be replaced; drywall there has been replaced.

Tree branches hitting windows in an owner's unit. We will have Cambridge Landscaping trim.

I. Minutes:

Reviewed June, 2016 Meeting Minutes; motion was made to approve and it was seconded

II. Financial Review:

June 2016 Financials: Operating Fund revenue through June 30 was \$476, 577 and Expenses were \$470,898. Total Operating Fund balance as of 6/30/2016 was \$151,301.

Jackie noticed a discrepancy between listed operating cash total and operating fund balance, so Ken O'Brien will be consulted. Reserve Fund balance as of June 30 was \$935,887. We will also ask Ken about whether we can do better

III. Maintenance Report – Joe Andrade

- A. Rug damaged by sewer back up will be installed on August 8th.
- B. Annunciator Panel replacement proposal reviewed. Joe doesn't think it's necessary to replace. We will tell them price is too high.
- C. Rhino Shield Updated Proposals were worked out. Language in contract was reviewed. John found unacceptable exclusions; they sent a clarifying addendum. 15 railings and one that is peeling will be coated by them. Motion was made to approve as long as all the work is under warranty.
- D. C-Cubed, Engineers and Project Managers for Boiler/Hot Water Tank replacement project, have conducted 3 walk-throughs with bidders for boiler replacement. Bids are due by the end of July.
- E. CCI bid of \$19,800 for chiller tower waterproofing was received; Previous CCI charges have been reasonable. Since leaking now extending into residents' units makes this a priority, a motion was made and seconded to approve this repair cost.
- F. Shower valve leak caused damage in Unit 106 ceiling: damage has been repaired. Green Street Hallway and 1C and 1A walls have been closed.
- G. Front edge of plate installed at edge of loading dock has lifted already. CCI is coming back tomorrow morning to re-attach the plate using bolts rather than caulk.
- H. Spa filter (original from late 1980s) broke open and spa water drained; spa was empty for a week while awaiting repairs, which cost close to \$4000. Filter for pool is also original; Joe recommends replacing the pool filter because of quantity of water. We will plan to replace pool filter and install alarm and shut off valve to prevent similar event involving the pool.
- I. Windows were washed and gutters cleaned.
- J. There was a new leak into ceiling of commercial space that will be occupied by "Chinese school". Whalen pump drain problem caused the leak and Joe will replace the ceiling panel affected.
- K. New trash room doors were installed; Joe will prime and paint. System will be installed so that front desk can open the loading dock doors from their desk.
- L. Units 513, 514, and 203 moves went past time limits; owners were fined.
- M. Trash compactor container needs to be replaced – Board approved.
- N. Drain Doctor bills reviewed- there were several clogs, especially in 2nd floor units.
- O. Joe discovered that one drain pipe in pool utility room was never connected; he will have plumber complete connection so that it is functional.
- P. Whalen Unit Spring Maintenance was completed.
- Q. Loading Dock and Upper Garage repairs were completed.

IV. Old Business:

- A. Sewer Back Up: see section above on Owners Concerns for report on meeting held on 7/18/16 with the Cambridge City Department of Public Works.

- B. Unit C1 communications and Building correspondence discussed: Dumpling House concerns (summarized above); we will send strong letter.
- C. Move in Violation letters reviewed; owners should be told that they are responsible for their tenants' violations. Toilets, disposals, trash chutes and recycling/trash room rules will be distributed.
- D. Action Items Completed: Bid for Hot Water Tank Replacement (see Maintenance Report)
- E. Pending Action Items:
 - 1. Landscape Architects Recommendations for Planters: Kathy Schreiber who said we can save most of the plants but not the trees. Recommended Hydro-tech Company who can line planters and do the landscaping; best to do in two stages; we will likely need railings on the planters to bring them to code. We should make sure contractor has someone on staff that will look at aesthetics & plants and not just waterproofing.
 - 2. Back Water Valves for Basement Units (see discussion above)

VI. New Business

- A. Eversource/RISE engineering LED Light Proposal reviewed. Rise Engineering walked through the building with Joe. Recommendations made for motion detectors that dim lights to be installed in garage, hallways and stairwells. With Eversource rebate, payback from savings in electricity costs will be within a year. Board approved.
- B. Washing Machines and Dryers on 2nd floor smell; we will contact the vendor to investigate and test one new front loader and one top loader washer.
- C. Electric Contract reviewed. Fixed at .0968 per KWH for next year.
- D. Resident Census and Pilera: launched Pilera but only one person responded. Thayer updated contact info of owners and renters. 100% listing on owners. For security, disaster response and emergency issues, we need an accurate list of people who live in the building. Have 31 leases but there are 51 units rented by owners; Unit 404 and 418 were not updated. Letters will be sent to owners requiring them to send in information on their tenants and a \$100 fine if the information is not sent in.
- E. Pet Amendment for Master Deed and updated Move In and Move Out rules need to be recorded.
- F. No Unit Sales to Report

VII. Future Capital Projects; Prioritization and Planning:

- A. Planters Around Pool – Waterproofing and Capstones
- B. Fitness Room/Locker Upgrades
- C. Elevator Protection East Elevator
- D. Decorator for Carpeting Replacement/Bathroom Replacement

VIII. Executive Session

IX. Future Board Meeting Dates: Budget Mtg. Wednesday, Sept 14th at 7pm; Board Meetings: Monday 26th of Sept. and Wednesday 19th of October at 7pm