

Bay Square Condominium Trust Board of Trustee Meeting Minutes Thursday, September 17, 2015

I Board Members Present: John Patrick, Mehmet Rona, Juliet Jacobsen, Catalina Arboleda (first 30 minutes) **Management present:** Phil Renzi, Joe Andrade

II. Owner concerns: Catalina Arboleda related her discovery of some elevated levels of mold spores on her condominium's Whelan Units. She asked the Board to make it clear to unit owners that per the Master Deed the Whelan Units are the unit owner's responsibility, and to issue some guidelines for their maintenance. The Board agreed. Juliet Jacobsen relayed that her husband continues to note a mildewy smell in the 6th floor washers: Phil Renzi will ask MacGray to investigate again.

III. Minutes: The Board reviewed & approved the July 27, 2015 minutes

IV. Financial Review

- A. August 31, 2015 estimated financials were presented: reserve fund balance was \$758,919
- B. Cash flow thru 8/31/15 reviewed; projecting approximately \$531,800 in reserves by year's end

V. Maintenance Report – Joe Andrade

A main drain needed cleaning in the lower level garage – this has been accomplished. The Board agreed to start work on planning for a future main hot water tank and boiler replacement (these have not been replaced since the building's construction and may be nearing end-of-life.) The fall barbecue was scheduled for October 5 from 6-9, with a rain date of October 14.

VI. Old Business

- A. Window Project
 - 1. Construction meetings continue; current expectation is for project to be completed by Oct 9 assuming no unexpected delays.
 - 2. DSA & Clerk Reports and correspondence were available for review.
 - 3. Contract Items: Payment Applications #6 and #7 were approved and paid (\$718,000 total paid out to date).
 - 4. Two newly installed windows and two doors were tested for air and water infiltration and passed.
 - 6. Project Budget & Expenses through 9/17/15 were reviewed.
 - 7. Phil's time on window project through 9/16/15 was presented.
 - 8. We are still waiting on masonry quotes; loose materials posing any immediate risk have been removed.

B. Pool/Spa repairs

1. A meeting was held on 9/15 with Weston-Sampson and their representatives, along with Phil, Joe, and Bay Square's attorney and engineer. The spa functionality was observed and reviewed; we are now awaiting Weston Sampson's official response

C. Commercial Space Updates (C-1)

1. Natural gas usage/billing was sent

VII. Renovations

1. C1 – Plans to add bathroom to convenience store space. Simplex Grinnell will need to make some additions to the condo's fire detection system.
2. C2 – build out of space / office space – owner wants to convert to simple office space with central meeting area.
3. PH3 – plans presented for a major renovation are acceptable
4. Unit 608/613 – Details on fastener installation for planters as part of completion of the green roof deck have been reviewed and accepted.
5. City of Cambridge cleaned up graffiti on loading dock wall.
6. Unit 2C – basic renovations – approved

VIII. New Business

1. Board agreed to have Cochrane Ventilation do biannual inspections of the restaurant space's vent system to ensure it is being kept clean.
2. Board approved annual roof inspection by MJ Ambrose
3. The building's fire pump needs repacking of motor bearings – approximate cost \$6000 – Board approved
4. Pool rules: Phil will draft a proposal for an exception to allow a time-limited, small increase in numbers of pool guests with prior Board permission, for the Board's review
5. Phil will create a sign reminding swimmers to dry thoroughly before exiting pool to minimize slip and fall risks
6. Joe will check functionality of the outside pool shower
7. The next Trustees meetings will be held on Thursday, October 15, Wednesday, November 18, and Monday, December 14.