

Bay Square Condominium Trust
Trustee Meeting
September 26, 2016
7:00pm

- I. Board Members Present:** John Patrick, Catalina Arboleda, Meredith Leshkowich, Juliet Jacobsen, Jacqueline Landau
Staff Present: Joe Andrade and Michelle Collins
Owners Present: Judy Pirani, Lee Cornelison, Debbie Kaplow and Fan Liu
- II. Owners Concerns:** Judy and Lee requested an update on sewer situation. John Patrick said sewer line was repaired; the additional outlet and manhole are gone, and an additional clean out was placed. This should reduce the chances of any obstruction between the building and sewer line and make remediation easy on the off chance this should happen again. Thus far only one 15K bid for back water prevention valve installation was received; we will need more bids. We hope to put a valve out in the common area (in Lower Garage-on the line that connects Bay Street side to our main line). Once the valve is installed, if there is an obstruction, we would have to shut off the water in that stack, but doing so should prevent flooding in the lower level units. A question was asked about status of a master deed amendment to eliminate restaurants from renting in a commercial unit, a master deed amendment will take 75% vote of owners; some owners, including Judy Pirani and Debbie Kaplow are willing to help. Anybody who has concerns should write letters to the Cambridge License Commission; the address is 831 Mass. Ave, Cambridge, MA 01239.
- III. Minutes:** Minutes from July 19, 2016 Board meeting were reviewed. Motion was made and seconded to approve June 2016 meeting minutes.
- IV. Financial Review:** August 2016 Financials reviewed-new line was added because of sewer back up (\$27K); electric bills were very high. These were reviewed by Michelle with electric companies, and the increase was due to usage, not a rate change. This summer was much more expensive than previous year, presumably due to the hot weather. In an effort to reduce costs thermostats in lobby will be adjusted to 74 degrees in summer and to 72 degrees in the cooler months.

Total Reserve Fund Balance was \$967, 329; even with payment for the boiler project, it appears that we will finish the year with over \$800,000 in reserves. We'll review planned expenditures for the next 2-3 years as part

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of the budget process, but it does appear that reserve fund contributions are adequate.

V. Maintenance Report – Joe Andrade

1. Rhino Shield's work is now complete and Joe will file warranty
2. New container used inside of the compactor will cost \$2,627; a motion was made and approved to buy from Lenny Delaney Compactor service.
3. Cambridge Landscaping completed trimming of trees, etc.
4. CCI and west side roof leak update: CCI completed water proofing and since then there have been no signs of continued leaks but there has not been much rain.
5. Planter repairs/waterproofing: Cambridge Landscaping is not interested in job. Getting dirt out of planters is the difficulty. John Patrick thought of vacuum excavation to remove dirt from Green Street, without having to go through the building.
We need to think about how to landscape the area and we need to investigate cost of waterproofing the planters separate from the excavation cost.
6. Check Valve Update was discussed (see above) with owners affected; we need more bids as we have only received one bid.
7. Washer Install-vendor doesn't seem to be interested in installing sample washer and dryer. Michelle will call vendor's supervisor to discuss.
8. Sewer Project was also discussed with owners (see above).
9. RISE Engineering Lighting Replacement Project in garages and stair wells was completed. After Eversource rebate, payback should be in less than a year.
10. Simplex Grinnell was here and completed fire testing; also replaced the defective valve in the lower garage.
11. JDO Electrician was here to run wire from receiving room door to the front desk in order for the front desk staff to be able to unlock the door without leaving the desk.
12. Cooling and Heating came because a pump in the boiler room (for heating and cooling the building) was leaking and they replaced it; the old pump was refurbished for use as a spare.

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13. Exterminator was here for common areas and has also taken over the restaurant. They are billing the restaurant directly for their extermination of the cockroaches. Fruit flies seen in garage areas because people leave food in garbage cans.
14. A utility spray painted our front walkway with utility marks but did so without informing us; the city does not know who did this.
15. There have been 4 Whalen unit drainage-related leaks this summer (units 202, 213 LR stack, 212 MBR stack, 212 LR stack). In the Fall, Joe will be accompanying Cooling and Heating when they do the maintenance to make sure that drip pans are clean and the building's drainage lines are clear after Cooling and Heating does their part on the Whalen Units.
16. Restaurant stack vent cleaning was completed.
17. Floor Source completed the installation of the carpet; they left extra tiles for the carpet but not of the tiles in the vestibules.
18. Sanitary containers were placed in the Ladies restrooms and also in the restaurant.
19. Restaurant grease trap cleaning has been monitored by Joe; they have been coming in a timely manner.

V. Old Business:

A. C1 Communications:

1. Reviewed legal correspondence and billing (\$3800 so far in charges – this for restaurant and also support animal assistance).
2. Discuss letter regarding empty boxes with food residue. Adam responded promptly. The restaurant employs so many people, that we need to write back and emphasize that every new worker needs to be trained.
3. Letter was sent regarding truck noise. Adam responded there was no truck delivering oil; but two of the trustees heard them. Food deliveries on Saturdays have been keeping their truck idling; we will write a letter asking them not to keep their truck running. This needs to be done during working hours

B. Correspondence/Action Items Completed for the Service Dog were reviewed

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C. Domestic and Heating Boiler and Hot Water Boiler Tank Project

1. We are running domestic hot water on a newly installed boiler. Three more boilers will be installed for heating system; then a second boiler will be installed for domestic hot water. The old leaking hot water tank will be removed this week. C3 is not being as responsive as we would like though we are paying them to consult on this project.
2. Thayer has been paid a Project Fee for all special projects in the past and submitted a proposal; the Board requested specifics for hours invested in this project. Michelle will send specifics.

D. Budget Preparation: Special Budget Meeting of some Board Members took place before this Board Meeting. We need a cash flow sheet. Jacquie Landau is putting together a three-year plan. We now have the categories and we next need to plan which projects are we going to do when. We will need to complete the 2017 budget by end of November.

VI. New Business:

1. Contact Forms: 27 contact forms are missing. We received contact information from 86 owners, though some people were confused by the forms. We will send an email to owners who didn't respond asking for their vehicle and parking spot information. The 27 people who did not send their contact forms will be sent a letter saying they will be fined \$100 per month if their information is not sent in by the end of October.
2. We will buy signage "sleeves" to put by elevators in the garages and in the lobbies to communicate emergency information to residents.
3. No Pet Rule may need to be added to the Master Deed; we will discuss at annual meeting.
4. Unit Sales Information discussed: one unit sold.
5. Energy Contract: current contract is up for renewal. We will review again on whether to lock basis or change the rate for delivery for the 24 months starting 4/1/2017.

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6. C3 needs to look at whether Eversource can give us a rebate for insulating the pipes going to the Cooling Tower and whether we can make the pumps operate on a variable frequency drive.

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

VIII. Executive Session:

- a. Assistance Animal Update
- b. Arrears Report –

IX. Next Board Meetings: Monday October 31, 2016, Monday November 21, 2016 and Monday December 12, 2016 at 7PM.