

Bay Square Condominium Trust
Trustee Meeting Minutes
October 15, 2015, 7:00pm

Board Members present: John Patrick, Mehmet Rona, Catalina Arboleda, and Juliet Jacobson
Administrators present: Joe Andrade, and Phil Renzi

- I. Call to Order**
- II. September 17, 2015 minutes were reviewed and approved**

III. Financial Review

- A. Cash flow thru 8/31/15 was reviewed
- B. 2016 Draft Operating Budget was discussed in detail: Utilities (water and sewer) are going up significantly. Discussed possible increase of 3% in condo fees. Phil will send a new version of the budget with this percentage taken into account, and the discussion will continue over email

IV. Maintenance Report – Joe Andrade

Window project slowing down; discussed when to close pool: projected date: Monday, November 2, 2015; garage doors were fixed; scratches on elevator from window project need to be repaired after window project is over.

V. Old Business

- A. Window Project**
 - 1. Schedule Update – projected completion was mid-October but now looks as though it will be at the end of the month
 - 2. Punch list and Unit Checklist has been completed.
 - 3. Misc. Project items: 8ft windows in 601 and 617 remain; 10/16 is last days for sliders; remaining windows were made incorrectly by Pella and will arrive in near future.
 - 4. Contract Items: Payment Applications #8
 - 5. Capstone repairs: Phil would like to get more information
 - a. Thayer brought in mason. Pending quote
 - b. PH2 – deteriorated stone removed until repair can be done
 - c. BRS – proposing to replace PH2 and 1 piece at 606
 - d. BRS has taken care of deteriorating masonry throughout building
 - 6. Slider door billing summary was reviewed; all billed items have been paid.
 - 7. Project Budget & Expenses thru 10/9/15: just over \$1million for window project (100K under budget)
 - 8. Phil's time on window project thru 10/9/15 presented

B. Pool/Spa repairs

- 1. We are awaiting response from W Sampson on next steps regarding spa
- 2. Budget and Expenses to date were reviewed
- 3. Phil's time on pool project thru 10/9

C. Renovations

1. C1 – add bathroom to convenience store space – pending
 - a. Plans presented
 - b. Simplex-Grinnell to inspect and inform if any fire detection modifications will be needed
2. C2 – build out of space / office space – still awaiting plans
3. PH3 – update on renovation
4. 608/613 – green roof work is starting

D. Correspondence/Action Items completed since last meeting

1. Response to C1 noise complaint
2. Follow up inspection on C1 vent performed
3. New pool rule registered and mailed
4. C1 Natural Gas billing was discussed
5. Annual roof inspection: during elevator project rubber pads installed are still there but will be removed only if strong wind; inspectors also mentioned to keep an eye on grease
6. Authorize fire pump repair – pending date for work

VI. New Business

- A. Engineering quote for replacement specs of hot water boiler and tank are pending; a 2nd quote from C Cubed Consultants and CSI will also be obtained.
- B. Per Master Deed maintenance of Whalen heat pump units is the responsibility of owner, though association has maintained. Documents say one thing; practice has been another. Notice will be sent to owners saying units are owned by the owners but will be maintained by the building. Future replacements to be responsibility of the owner. Will get quotes from Cooling and Heating and Better Comfort.
- C. Pillar damage at loading dock, pending quote. We submitted 3rd party claim against company that caused the damage.
- D. Confirm next meeting dates – Nov.18 / Dec. 14