

Bay Square Condominium Trust
Trustee Meeting
Monday, October 31 , 2016
7:00pm

Board Members Present: John Patrick, Catalina Arboleda, Meredith Leshkowich, Jacqueline Landau

Staff Present: Joe Andrade and Michelle Collins

Owners Present: Fan Liu, Judy Pirani, Lee Cornelison, Andrea Martinez, Deborah Faust-Clancy

- I. Owners Concerns:** A renter asked for disability accommodation for Yorkie dog who is hypoallergenic. We let her know that Michelle will send her forms to fill out and that the Board will discuss at our next meeting. Judy Pirani asked for update on sewer back up, check valve, and what was being done to prevent another back up. We reached out to several companies; we have one proposal. Several companies don't want to be involved as it involves significant manual labor in a confined space - digging several feet and installing a valve at the end of the sanitary line of the stack involved just before that line enters the main line. Because the units affected by the sewer back up are situated below grade they are more at risk for sewer back-ups. Any backup of drain lines from those units after the valve is installed must be investigated promptly, so owners involved need to tell Joe, otherwise there is risk of flooding. Backwater prevention valve needs to be accessible, should be routinely checked about once a month. Borges is the only company that is truly interested. We would like to amend Master Deed to not allow restaurant when lease ends; if enough people are interested, we will present at the annual meeting. Judy asks for and is given names of bathroom contractors for their renovation.
- II. Minutes:** Reviewed and approved September 2016 Meeting Minutes, with amendment stating that Fan Liu attended.
- III. Financial Review:** September 2016 Financials reviewed. We ended up paying \$30,447 in out of pocket expenses for sewer back up insurance claim. Jacque reviewed the 2016 Budget and Reserve Cashflow and requested some changes-this chart should reflect what we have paid to date. John says that he uses this as a rough guide for tracking the future reserve fund balance.

Bay Square Condominium Trust
Trustee Meeting
Monday, October 31 , 2016
7:00pm

IV. Maintenance Report – Joe Andrade

1. CCI waterproofing and Planter Proposal received: we need one more proposal from BRS. The CCI proposal gives us some idea of how expensive planter project is going to be. Planter waterproofing alone – not including excavation – was quoted at \$154,000. Joe says planters can wait 3-5 years. Other projects are more urgent, namely \$64K for elevator tower project and building expansion joints and another \$18K for balcony coping (\$82K total).
2. Gym Source Proposal: Parts (costing \$150) for some machines will need to be ordered.
3. Check Valve Proposals: see discussion (above) with owners. \$15K for Borges Sewer and Drain Co. plus the cost of the check valve. Motion was made and seconded to approve Borges' work and the cost of the check valve as long as the latter is less than \$5100.
4. Washer Install Date: One new top loader and one front loader will be installed on 4th floor by 11/15/16 for comparison testing. Front desk knows that it can call MacGray for washer/dryer problems; we will write a note to residents stating they should write down service no. of malfunctioning washers and dryers and report to front desk. By reporting problems from the desk we will have a better idea of the number of problems and how quickly MacGray responds.
5. Interior 1st Floor Hallway Door Update: \$2330 for door and installation was paid; door will be installed soon
6. Extermination Report: exterminators have succeeded in greatly reduced pest activity.
7. Simplex Grinnell: At inspection, Fire Alarm System Panel phone wiring failed; also corroded valves are no longer working. They need to be repaired. Motion was made and seconded to approve Fire Phone repairs for \$1532 and 3 OS&Y sprinkler valves for \$7620.

Bay Square Condominium Trust
Trustee Meeting
Monday, October 31 , 2016
7:00pm

8. Roof Report: Inspectors were concerned about “large amount of grease” under vent from restaurant; broken skylight needs to be replaced; recommendation made for collection pan on roof to be cleaned out more frequently. We need to ask Drain Doctors to clean it out once a month, when they come to clean out the grease traps in the restaurant. We voted to replace skylight if Joe determines that it needs to be replaced.
9. Vestibule Door Automatic Opener proposal for West side UG and East side LG \$5,895 for both; motion was made and seconded to approve and install these openers.
10. We will get several proposals for Waltham Gym and Bathroom Renovation: we need new tile (including hallway), showers, benches and paint; toilet fixtures, sinks and lockers will remain as is.
11. New domestic and heating hot water boiler systems have been installed and will be tested this week by the Wilkinson company.
12. Pool and spa will be close on Monday, November 7th; notification to be sent.
13. Webpass (alternative internet company to Comcast) will be coming in three to four weeks to install their equipment for free. Webpass can use existing telephone line (if not in use for phone service) and provide about 100Mbps upload and download speeds for \$60 per month.
14. Joe is working with no time off seven days a week. Nelson Mora, who worked here previously, will have two weekends off a month from his current job and will fill in temporarily for 2 weekends a month for Joe. We approved an increase to his hourly wage. When it snows, Joe stays and whoever is working helps. We need to find someone to work Sat. morning and then return to work that afternoon; Sun. person only needs to be here three hours in the morning, as Joe generally comes back Sunday evening to take care of things. Hourly wage for this new hire needs to be attractive.

Bay Square Condominium Trust
Trustee Meeting
Monday, October 31 , 2016
7:00pm

V. Old Business:

- A. C1 Communications: Adam responded to the letter regarding the oil truck, insisting there was no truck there, despite both John and Jacquie having woken up in the early morning hours. Nevertheless, Adam talked to the company and trucks will not come in the middle of the night.
- B. Action Items Completed: Leaking cast iron pipe for the roof drain replaced in the storage area behind front desk. Repair of leak on west roof seems to have worked!
- C. C-Cubed Engineers for Boiler Hot Water Boiler Tank:
 - 1. Boilers Installed, one is working, others will be fired up and inspected this Wednesday. Motion made, seconded and approved unanimously to get rebate immediately and not wait for utility company.
 - 2. Thayer Project Fee and Outline of Time Spent: Michelle reviewed how Thayer spent the time. Average per month was 3-5 hours; total hours were 48 hours. We propose paying \$7,500-8,000
- D. Budget Update: Michelle will provide information needed this week for the Budget meeting next Mon.

VI. New Business:

- 1. Paint Proposals: We will try to get Kathleen Dolan (resident owner, who has expressed interest in helping us out) involved as design consultant for entire project: paint, carpet, bathroom renovation, etc. Catalina will ask her to send us a proposal to review. So far we have proposals from two paint companies 1. Certa Pro (for whom we need references) and 2. Arch Painting
- 2. Mac Gray Reporting of Service Calls (see above)
- 3. Webpass (see above)

Bay Square Condominium Trust
Trustee Meeting
Monday, October 31 , 2016
7:00pm

4. Our insurance company was notified of the Gym Accident that occurred last month.

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. Next Dates:

Budget Meeting: Monday, November 7th at 7pm

Board Meetings: Monday, Nov. 21, Dec. 12, and Jan. 25rd all at 7pm

Holiday Party for: Monday, Jan. 30, 2017 5-7pm

VIII. Executive Session.