

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**November 21, 2016**  
**7:00pm**

**Board Members:** John Patrick, Meredith Leshkovich, Catalina Arboleda, Juliet Jacobsen, Jacqueline Landau

**Staff:** Joe Andrade, Michelle Collins

**Owners:** Lee Cornelison, Judy Pirani

- I. Owners Concerns:** Judy asked for update on sewer, etc.  
Backwater prevention contractor had emergencies that needed to be attended to before starting valve installation; will be noisy when they are breaking the concrete. Should take 3-4 days. City had said they would check grease build up in the sewer line using the street cleanout. We will contact them. Judy was also curious about whether there is an appeal of juice bar and was informed that we have heard about none.
- II. Minutes:** October 2016 Meeting Minutes were reviewed. Motion was made and seconded to approve the minutes.
- III. Financial Review:** October 2016 Financials were reviewed.  
Operating fund has a balance of \$123,936 at the end of October;  
Reserve Fund balance is \$899.789

Water usage has increased significantly: warm weather, irrigation and spa draining may explain increase in water consumption; pool being in use longer than last year may also be a factor. Big jump in our water and sewer costs but budget spread sheet does not reflect the bill we just got from the City. We will ask for it to be checked.

**IV. Maintenance Report – Joe Andrade**

1. Hydro Excavation-Planter Proposals-Pending; One company is coming this Wed. for pricing.

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2. Check Valve Update (see owners concerns)
3. Vestibule Automatic Door Opener for both garages have been requested; JDO Electric will come and install electrical supplies for the openers next week
4. Renovation Proposal for Locker Room Bathroom: we got an estimate of \$30,800 for demolition
5. Waltham Paint Proposal for hallways and lobby (a third quote): \$36,900
6. Small new Boiler Issues: representative from manufacturer was here; a small controller board needs to be replaced but it is all under warranty
7. Skylight Inspection: Two older skylights have problems: one is in lower roof that lights up back stairwell for lower units and the PH2 skylight in kitchen also has a crack. Leak there needs to be investigated
8. Simplex Grinnell OS &Y Valve and Fire Phone Repair: will be here on Nov. 28<sup>th</sup> to install the phone for fire reporting. We don't know yet about valve installation, as fire department needs to come and we need permits
9. New door to recycling and garage area installed and painted; lock will be ordered and installed
10. New trash container for compactor still being manufactured
11. Intercom is not working. We have placed a call for service so they can figure out what parts are needed. We will communicate this to all owners and renters
12. PH1 and PH2 units leave shoes, toys, strollers outside their doors-we will send a letter. Unit 106 Renter, who is leaving surfboard in parking garage, will also get a letter. A letter will go out to all occupants asking everybody to not leave trash or recycling outside the chutes in the hallways and to return carts to front desk. We will also be asking owners and renters not to have

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- lengthy conversations with concierge task, as it interferes with their ability to perform their duties.
13. There are 10 light fixtures outside the building (on timers) that will eventually need to be replaced. Michelle will have RISE engineering investigate potential subsidies.

**V. Old Business:**

- A. C1 Communications: Dumpling Extermination and Common Area Report: no roach activity and two mice in traps, but no other activity.
- B. Budget Discussion: We need to get market data about increase in salaries. Employee evaluations need to be done. Agree on possibility of 1.5% condo increase and from there we will calculate salary increase.
- C. General Correspondence of the Association: Contact Form Update. We still have 7 outstanding forms. We will give them until the end of the month before we fine them.
- D. Action Items Completed (not listed above)
1. Mac-Gray test Washers Installed: we haven't used them enough to give them feedback; Mac Gray has offered an app for smart-phones
  2. Interior Hallway Door Installed (see above)
  3. Boiler Project Completed: the rebate checks will go to Wilkinson and be deducted from their last invoice

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- E. Certa Pro Paint : We received four references for this painting company: from Sister of Saint Joseph of Boston,. Janek Property Management, Air Cyclor and Fairmont Properties – all positive

**V. New Business:**

- A. Boiler Rebate (see above)
- B. Mac Gray Rental Laundry Agreement: ends May of 2017. Michelle will get prices from other companies

**VI. Future Capital Projects 2017 and Forward; Prioritization and Planning:**

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

**VIII. Executive Session.**

**Next Board Meeting Dates:** Mon. December 12, 2016 and Wed. January 25<sup>th</sup> at 7PM

**Holiday Party:** Mon. Jan. 30<sup>th</sup> 5-7 PM

**Annual Meeting:** Wed. February 15<sup>th</sup>, 7 PM, check in starts at 6:30PM