

Bay Square Condominium Trust
Trustee Meeting
December 12, 2016
7:00pm

- I. Board Members Present:** John Patrick, Catalina Arboleda, Meredith Leshkowich
Staff Present: Joe Andrade; Michelle Collins
Owners Present: Judy Pirani and Lee Cornelison
- II. Owners Concerns:** Judy and Lee are excited about the check valve installed today; there are no new sewer concerns; manhole needs to be installed over the valve to enable access for maintenance. They plan some renovations now that check valve is in place and will send the renovation plans to Michelle
- III. Minutes:** Reviewed and approved November 2016 meeting minutes
- IV. Financial Review:** Financial packet for November was not ready for this meeting
- V. Maintenance Report – Joe Andrade**
 - 1. Hydro Excavation-Planter Proposals: APC came but did not give a price; Chris from Cambridge Landscaping will come to give a price for the removal of the trees and roots from the planters. We will contact Clean Basin, Mass. Horticultural Society and Cambridge Landscaping to see whether they can test the soil to determine how we can dispose of it.
 - 2. Skylight Inspection found a small crack in one skylight but not worth repairing; there was a hole in the flashing of another that was fixed; one skylight needs to be replaced on lower stairwell roof of back units (these are old skylights, not the newly installed ones).
 - 3. HEPA Vacuuming of 2nd Floor is being done on a daily basis.
 - 4. CCI Proposal – estimates to re-coat (waterproof) the boiler room floor and to seal ducts where water can come in have not been received.
 - 5. Check Valve (see above, under owner concerns) installed today and will be finished tomorrow.
 - 6. In the next ten days, automatic door openers will be installed in Upper and Lower Garage doors that do not yet have one.
 - 7. Compactor Container has not arrived.
 - 8. Bikes need to be tagged: notices to be sent to owners of the bikes and Michelle will buy new hang tags to label the bikes. Joe found many bikes without tags and fears a number may be abandoned.
 - 9. Whalen Units: A) One letter will go out to the 19 units who still owe money for the Spring Whalen Unit maintenance; 5 of the 19 are on automatic withdrawals for condo fees. Letter will be sent out telling people that they are in arrears, that a late fee will be charged and that future maintenance will not be done unless payment is made in advance. B) Next maintenance notice will be sent out to everybody indicating that change of filter will not be done unless people pay in advance. Letter will

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also explain that change of filter will result in the increased efficiency and longer life for their Whalen pumps.

10. ESL Chinese school and sperm bank awnings need to be either cleaned or replaced
11. One Simplex Grinell fire valve still needs to be replaced - the other 2 have been, but city water supply will need to be shut off briefly for the last; installation of 3rd valve pending.
12. Sonia and Michael Andrade have been replacing Joe on the weekends when Joe is away and Nelson Maura is not available. Joe will send the times when he is away to Michelle for her to know that others need to be paid.
13. One treadmill belt was replaced.
14. Tenant who is moving asked Joe if she could park a truck in the loading dock over this past weekend (Thursday night through Monday morning). Her request resulted in a tractor-trailer being parked in loading dock over the weekend through Monday morning. Tenant is still here. Trash pick-up had to be re-arranged. We will let people know that no trucks, trailer, containers or personal vehicles should be parked in loading dock.
15. Intercom System repaired after a long period of it not being functional. Problem was a fuse that needed to be replaced. We were told that if the phone needed to be replaced it would take months to get one from Germany. We will therefore ask for the advice of a local firm, Boston Intercom Systems, as to how we might replace/repair this system, if needed, in the future.
16. Discussed possibility of once-a- month social evening in lobby, possibly a Thursday evening 5-7pm. We will support and advertise, if people decide they want to do it but the Board will not be responsible for organizing.
17. Adding a loading dock ramp is too expensive but Joe can take garbage and recycling out through hall adjacent to the recycling room.
18. Receiving room door installed and painted.

V. Old Business:

- A. C1 Communications:
 1. Dumpling House extermination and common area report found no activity.
 2. Bacterial enzymatic grease degradation system checked every month- we will ask for a report each time they check.
- B. General correspondence of the Association: We still have not received four contact form updates; we will send these people letters and fine them, as agreed.

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C. New Business:

1. Mac Gray Cashless Option: we need to see if they have a different front loader as it has been malfunctioning. New top loader is fine. We will ask them for the cost of their new cashless system.
2. Pilera Communications: Steve at Thayer is the “guru”. Owners and renters have option of using either email or texts but it costs ten cents per text or phone call. We need to find out what the charges to Bay Square will be of using the Pilera system for texts/calls. All residents, owners and renters to date have chosen email as their preferred method of communication. If we have an urgent need to send a message over the weekend, then we will need to contact the office or Michelle.

VII. Future Capital Projects: Prioritization and Planning

- A. Capital Projects for 2016 and forward: at a future meeting, we need to make a tentative schedule for these projects
 1. Planters Around Pool – Waterproofing and Capstones
 2. Fitness Room/Locker Upgrades
 3. Elevator Protection East Elevator
 4. Decorator for painting and carpet replacement

VIII. Executive Session

Next Board Meeting Dates: Wed. January 25th at 7PM

Holiday Party: Mon. Jan. 30th 5-7 PM

Annual Meeting: Wed. February 15th at 7 PM, check in starts at 6:30PM