

Bay Square Condominium Trust
Trustee Meeting
December 14, 2015
7:00pm

Members Present: John Patrick, Catalina Arboleda, Juliet Jacobsen and Dominic Moore (by remote)

Owners Present: Jackie Landau, Meredith Leshkowich

Management: Joe Andrade, Phil Renzi

- I. Owner concerns:** Jacquie Landau brought up HVAC concerns. She stated that a historical perspective said building was responsible for maintenance of HVACs to maintain efficiency. John Patrick explained the reasoning behind our memo to owners and the need for each owner to be clear that according to the Master Deed they own their HVAC units and need to maintain them according to the recommendations from the manufacturer. He explained that in the past we have not been performing all the maintenance recommended by the manufacturer and that we have a plan for providing loaner units while owners await repair or replacement in the event of a unit's failure.
- Jackie also brought up continued noise issues by restaurant on weekends and the number of noisy parties in building. Meredith Leshkowich brought up issue of absentee owners and how it detracts from sense of community

II. Minutes - November 18, 2015 minutes were reviewed and approved.

III. Financial Review

- A. November 30, 2015 financials show an operating surplus of about \$23K and a \$200K reserve deficit (latter due to payouts for window project).
- B. 11/30/2015 estimated Reserve balance of \$660K reported.
- C. Tax abatement letter to Assessors for G1 spaces was filed; there seems to be a precedent for these garage spaces receiving an abatement.

III. Maintenance Report – Joe Andrade

- A. Two drains in LG were clogged and were cleared today; second time in a few months that this has happened. 1B got the most of the sewer back up; LG also flooded. Drain Doctors called in. Phil is recommending a drain inspection-city is being contacted to see if they will do it
- B. American Canine Investigation dogs coming to inspect for bedbugs
- C. Joe has worked on the south pool fencing.
- D. Complaints by owners and renters about hot water were investigated by Heating and Cooling today; nothing unusual found. Questions were raised regarding circulation pump and the adequacy of circulation of water through all the hot water stacks.

IV. Old Business

- A. Window Project
 - 1. Final Application for Payment payout was made
 - 2. Cash Bond released to BRS
 - 3. Final payment to Thayer made
 - 4. Pending final DSA billing
 - 5. Slider door billing – 3 doors remain unpaid

6. Project Budget & Expenses through 12/14/15: about 1 million dollars as final cost, 100K under budget
7. Phil's time on window project through 12/14/15 was reviewed
8. Juliet's sliding door still seems to be leaking-we will run a hose test and send warranty letter.

B. Pool/Spa repairs

1. Weston Sampson's response to our lawyer's letter was received 12/11/15. Have agreed to first two steps, but not the third. We will get an estimate.
2. Project Budget & Expenses through 12/15/15. Condo has spent close to 17K protecting the 20K that we owe.

C. Renovation Updates

1. C1 – convenience store plan to add bathroom
 - a. Reviewed plan
 - b. COI's received
 - c. Fire device work is being performed by owners of C1
 - d. Thayer recommends approval. Motion approved
2. C2 – build out of space / office space – pending plans
3. PH3 – renovations underway; water shut off; stud went into PH4 unit
4. 608/613 – green roof completed

D. C1 Communications

1. Letter re: operational and noise concerns. C1 owner responded saying tenant was trying to do everything they can and responses noted
2. Communication to C1 re: noise/pounding complaint has been responded to.
3. Assistance with getting quote for C1 vent cleaning.
4. Communication to C1 about times of loading dock use.
5. Gas billing 10/23/15-11/25/15 reviewed.
6. NEW noise complaint received 12/13/15; Dumpling House responded by apologizing. Restaurant will be fined \$200 and letter sent enumerating the large number of complaints.

E. Correspondence/Action Items completed, but not listed above

1. 2016 Budget letter sent to owners
2. Heat Pump maintenance letter sent to owners
3. Received pricing for heat pump maintenance and replacements
4. All leases collected and are up to date
5. City of Cambridge 2016 flammable materials permit issued
6. Communication to Save that Stuff re: times of loading dock use
7. Miscellaneous repairs were made to pool planters
8. Poinsettias approved

F. Pending Action Items

1. Update on Reserve Study- bargained a reduced price to \$3,800. Signed proposal; they will start in Jan 2016
2. Snow blower pricing – Joe researching models; they cost from \$1300-\$2500

VI. New Business

- E. Engineering quotes for replacement specifications of hot water boiler and tank were obtained from: 1. Crossfield , 2. CSI and 3. C³ (C Cubed) seemed to be more explicit and less costly. Phil will get references about C³.
- F. Brass repairs in elevators (East scratch will be BRS responsibility) will be taken care of; we will also investigate replacing the elevator flooring.
- G. Master Insurance deductible discussion-Phil will investigate.
- D. Discussion of Whalen heat pump hose replacement. Cost is \$141 per heat pump or 30K for entire condo. Suggestion made for condo to cover labor, like we did for sliding door project. Board agrees to this incentive.
- E. Unit 407 – complaint re: hot water temps in unit
- F. Sewer backed up into 3 units – 12/14/15 - 1A, 1B, 1C
- G. Loading dock compactor dumpsters – see if they make them with plastic lids to reduce noise on loading dock
- H. Confirm next meeting dates – Tues Jan. 19th and Feb. 22nd

VII. Executive Session

- A. Arrears Report reviewed.