

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**March 20, 2017**  
**7:00pm**

**I. Board Members;** Sharon Britton, Catalina Arboleda, Meredith Leshkowich, Kathleen Dolan, Mary Moore

**Staff:** Michelle Collins, Joe Andrade

**Owners:** Eva Ehrlich; Pam Weiss

**Owners concerns:** 1. Pam Weiss says resident of unit 313 may move out and they would buy unit and move in. Michelle will send the renovation guidelines to Pam. 2. Eva Ehrlich would like the bulletin board posters to date their notices. She also suggests buying a NuStep TRS4000T4 Cross trainer for the gym.

**II. Minutes:** Reviewed and approved January 2017 Meeting Minutes

- A. Michelle will follow up with Verizon on phone/fax line
- B. Michelle will follow up on back up phone line with ACP plus proposal for price
- C. Will follow up with Richie Auger at Cooling and Heating to indicate that the board will refer owners to them for installation of new Whalen or similar heating/cooling units at a rate of \$150 each.
- D. Boiler room has been sealed; Michelle suggests we need a study for the expansion joints. Difference in price for BRS and CCI suggests we need to double check scope of work for each company. Let's be clear about the work we are asking them to do. Expansion joint work was cited in engineering study and needs to be done relatively soon.
- E. Michelle will get a third quote for the planter restoration project. Quotes need to go to Michelle, so we can compare them.

**III. Financial Review:**

- A. Reviewed February 2017 Financials: The board reviewed current financials. The board requested a comparative gas usage study for winter of 2016 and 2017. The total of owners with payments in arrears is especially high, in part, due to charges for Whalen unit maintenance. Sharon will sit down with Michelle to figure out a plan for attacking this problem.
- B. Motion made and passed to have a one-time reduction of \$50,000 to the allocation to the reserve fund, the purpose of which is to insure that the painting contract is paid from operating funds as per IRS requirements.

**IV. Maintenance Report – Joe Andrade**

- A. Boiler Room Update (above)
- B. Fixed generator for the whole building and replaced battery.
- C. New motor for LG entry door needed. Superior Door estimate was very high--\$2,237; Middlesex Door Systems was \$1500 plus \$200 to \$300 for electrical connection. JD Aldorasi-would connect it. Need another quote; we will get references.
- D. Bed bugs dog, who comes every six months, found no issues.
- E. Cooling and Heating installed new container to filter the water for new boilers.

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- F. BRS did painting of floor in boiler room; Joe painted everything else.
- G. Exterminator was in one of the units; there was a problem in the Dumpling House (see below).
- H. Engineer for energy savings on outside lights said no improvements were possible. We will buy LEDs for outside lights. Catalina will discuss with Joe.
- I. Diesel Direct, for generator needed; they haven't delivered the diesel because they no longer have paper work; Michelle will follow up with company.
- J. Bike tags notice will be sent out by end of April. Bike owners will need to replace their tags with new ones, so we can identify which are currently in use. There are a lot of old bikes in the bike room.
- K. 48 bags of ice melt were bought by Joe.
- L. Stairs going out to Bay Street are deteriorating; we need to fix ASAP. We will call CCI and rope it off for now so people won't fall.
- M. Simplex Grinnell still owes us a sprinkler valve. They will come on April 13<sup>th</sup>; we need to notify the whole building as the water will be shut off for 2-3 hours (10AM-1PM).
- N. Mac Gray dryers' cavities are filled with lint. This is a fire hazard. Noise on 6<sup>th</sup> floor is excessive. Joe will call company. Investigate noisy 6<sup>th</sup> floor dryers.
- O. Graffiti on side of building (Bay Street) was removed by Joe.

**V. Business before the Board/Management Review:**

A. Board Administration:

- 1. New Board Members Signed Certificates of Election
- 2. Review of Best Practices for Board: Board members are asked to read the master deed and declaration of trust to be familiar with rules that govern the association.

B. Capital Projects:

- 1. Planter Project, Waterproofing, Landscape, Capstones: This is a complicated job that will involve a variety of subcontractors, permits and possible negotiation to have street level electrical shut off. Motion made and seconded to receive proposals from three engineering firms to develop RFPs for the entire job. CCI presented a good bid for removal of plants and waterproofing so they should be tapped eventually to submit a bid for that work.
- 2. New Carpeting: Discussion of this item was postponed. Kathleen made the point that we may need to break this into two phases: lobby and front entry way and then hallways.
- 3. Painting Common Areas: We have three old bids: a. Certa Pro (was cheaper and has stellar reviews), b. Arch Painting: and c. Waltham. We need to figure out time frame from all of these companies, as well as mention VOC free paint. We will request new bids from all the companies. Kathleen Dolan will write up the job requirements.

C. Updates:

- 1. Discussion of status of Cambridge College Parking and Status of Rental Property to be moved for next Board mtg.
- 2. Removal of Green Awnings: we will tell the owners to remove the green awnings by end of April & ask the Cryobank to clean theirs.

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3.Maintenance Weekend Coverage: Sonia and Nelson are covering, when no snowstorms are predicted. They consult with Joe

4.Securing a New Apartment for Joe: owners of unit we were considering are not willing to negotiate an early termination. Bobbi Bishop said she is willing to look for a unit for Joe; we will ask her what she would charge us for this service. Michelle will also reach out to owner of 106 to determine if that unit will be available for Joe. Current rent \$2800.

**VI.General Correspondence for Board of Trustees**

**A. C1 Dumpling House**

1. Letter from P. Despande regarding Dumpling House Vent Noise was shared, as was Debbie Koplow's email regarding making an amendment to the Deed forbidding businesses in commercial units from operating at late hours.
2. Extermination Update: The latest extermination report found live mice present in restaurant and exposed food present. This is a third offense of unsanitary kitchen conditions following a cockroach infestation, an overnight unattended pan fire that turned up dirty dishes and exposed food, and now the presence of mice and exposed food. A motion was made to issue a second offense fine of \$1000; food needs to be picked up at the end of the day; Joe saw a mouse in his office. This is the first instance of mice in the building that Joe has seen in 27 years as Super. We will ask attorney Matthew Gaines for his opinion.

**B. General Correspondence for the Board**

1.Request from Dominic Moore for Electric Car Fueling. Mary Moore recused herself from this discussion. The board agreed to allow owner Dominic Moore to use electrical outlet near his parking space to charge his hybrid car. Thayer will add a charge of \$300 a year or \$25/month to his condo fee. This amount was determined using the EPA's website for calculating fueling costs. These requests will be considered on a case-by-case basis by the board.

2.The board received two different complaints of marijuana smoke smell in a second floor corridor, which violates the building's non-smoking policy. Sharon will draft a standard notification for a complaint letter for smoking in building. After an initial formal warning by letter, the board will issue fines of \$500 for a second offense and \$750 for a second offense with the possibility of legal action as well.

**VII. Future Capital Projects; Prioritization and Planning:**

Capital Projects for 2017 and Forward:

1. Fitness Room/Locker Upgrades
2. Elevator Protection East Elevator

**Next Board Meetings: Monday 4/24 at 7pm**