

Bay Square Condominium Trust
Trustee Meeting
May 18, 2017
7:00pm

I. **Board Members Present:** Sharon Britton, Catalina Arboleda, Meredith Leshkowich, Kathleen Dolan

Staff Present: Joe Andrade, Michelle Collins

Owners Present: Sanjoy Mahajan; Debbie Koplow; John Patrick

II. Minutes: Reviewed and approved minutes for April 24, 2017 Board meeting.

III. Financial Review: Reviewed April 2017 Financials (see attached). Thayer will correct wrong invoice for snow plowing and we will no longer need regular gas analyses.

IV. Maintenance Report – Joe Andrade

- A. Superintendent's Report (see attached)
- B. Fence Proposal: we will lock in proposal for Waltham Painting and Cleaning to do painting of iron fence and light posts in September.

V. Business Before the Board/Management Review:

Old Business

- A. Unit for Joe: The Board discussed lease terms for Joe and reviewed and reviewed written (License) agreement
- B. Intercom Systems
 - 1. ACP Intercom proposal: we do not want to accept this proposal, as building across the street was not happy with this company.
 - 2. K&M Communications Corp.: we do not want to accept the proposal, as they have charges per month that would be incurred by unit residents.
 - 3. Will ask other companies, including Vigilease, to submit bids.
- C. Painting
 - 1. Painting of interior halls and lobby began May 15th.
 - 2. Discussion on funding of painting project: continue to carry it as an operating fund expense for now.
- D. Mac Gray Contract
 - 1. Reviewed current agreement
 - 2. New agreement should include drain cleaning as well as lint removal. Pending these additions, we will approve the new proposal for replacing washers and dryers.

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E. Shut Off Valve Rule: Amendment for Condominium Construction Rules was proposed and seconded. We voted unanimously to approve the following amendment;

“During the renovations of kitchens and/or bathrooms all owners MUST install check valves (isolation valves) that allow for independent water shut off to sinks, toilets, and showers inside the unit. This will eliminate the need to shut down water in other parts of the building when owners are upgrading or renovating their units and provide better protection to each unit against potential water damage.”

New Business

A. Pestex Schedule of Work and Mouse Tips

1. Pestex Proposal: Monday 5/22 Pestex will do Commercial Units and Dumpling House., Tuesday the town houses; Debbie Koplow will pay for the preventative inspection in her unit. We moved and seconded the proposal and approved unanimously
2. Extermination Letters, Commercial and Units were approved via email.

B. Webpass Installation: John Patrick joins meeting to report on progress; Webpass is supplying complimentary web service to front desk lobby, gym and conference room. Originally thought the company could install service through phone jacks in each unit, but due to existing wiring in units, the install must happen at the individual unit’s phone panel. Webpass is faster or comparable to Comcast. We will learn about reliability over time. We will cancel Comcast internet service for front desk.

C. Request to add Planters to Building Entrance (K. Dolan): we will postpone until we redo the lobby

VI. General Correspondence for Board of Trustees

A. General Correspondence for the Association:

Email from J. Patrick about installing internet cable to 415 was approved via email by the Board (Sharon recused herself)

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VII. Future Capital Projects; Prioritization and Planning for 2017 and Forward:

- A. Planter project. We have bids from three companies: 1. Building Enclosure Science; 2. Simpson, Gumpertz and Heger, and 3. CCI. These companies wanted to first dig exploratory holes in the planters to help make better estimates. However, we will ask them to see if they would be willing to break the bids into two phases. Seems to make more sense to get one bid for planning purposes, including putting temporary safety fence up and removing the plants and dirt from the planters, so we can see what the issues are, and a second bid for the waterproofing and reconstruction work. The companies will have a clearer idea of the work that needs to be done once the first phase of the work is completed. In the meantime, Joe will call CCI to ask how they would remove the soil and dispose of it, without interfering with wires behind the deck, and how much extra it will be to install safety railing.
- B. Update on Expansion Joint Bids: CCI and Atlantic Restoration have a difference in linear feet and the guarantee for the work. We will check difference in the two proposals, including whether both horizontal and vertical joints are included in the Atlantic proposal and whether CCI is guaranteeing at least 5 years of integrity of the caulking they apply. We are not considering BRS. We need a pre-inspection of the roof before the work is done to be able to tell if they damage the roof when they are doing the work.
- C. Update on Fitness Room Bathroom and Gym Tile Floor: we need two new proposals for gym
- D. Update on New Intercom System (see above)
- E. We will postpone carpet for halls and lobby project until beginning of 2018, as we have many projects going on at this time that are more critical.

VIII. Executive Session:

Next Board Meetings: Monday, June 19th, Monday July 24th and Monday, September 25th at 7PM