

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Monday, June 19, 2017**  
**7:00pm**

- I. Board Members Present:** Sharon Britton, Kathleen Dolan, Meredith Leshkowich, Mary Moore (by remote), and Catalina Arboleda  
**Staff Present:** Joe Andrade and Michelle Collins  
**Owners Present and Concerns:** Eva Ehrlich wanted update on mice and cited overgrown garden near her town house unit. As the gardens, are deeded to the units, we will contact the owner and ask him to clean it or we will recommend Cambridge Landscaping. She also asked about the state of the Lifecycle machine and buying a different machine that would better suit her needs. Sharon will investigate.

**II. Minutes:** Reviewed May 2017 Meeting Minutes; motion was made and seconded to approve.

- III. Financial Review:** Reviewed May 2017 Financials (see attached); several current/future expenses are coming out of operating rather than reserves. We may need to modify the budget and notify the ownership. Sharon will talk to Ken and let us know what he suggests.

**IV. Maintenance Report – Joe Andrade**

- A. Superintendent's Report: In addition to reviewing what he has done, we had a discussion about how Joe saves us a lot of money on the pool, mice, drain blockages, as well as the costly part of the painting of the lobby.  
Michelle will send a notice to all units reminding them not to put food items down the disposal.
- B. Motion made and seconded to approve the quarterly Cooling and Heating Service Agreement for the building; vote was unanimous.

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

1. Old Business

A. Intercom Proposals

- a) SRV Electronic Systems (Seidel). Sharon talked to Chief Technical Officer and he informed us that when we bought the building's current system, it was already about ten years old. They are presenting a system that should interact seamlessly with the system we have now. Original bid of \$51,000 was cut down to \$45,000 after Sharon found several items that were not necessary.

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- b) Other two proposals from ACP Revised and L and K were not as good.
- c) The Board approved purchase of the Siedel system, pending inspection of in-unit wiring to insure they are compatible with new handsets and there will be no unanticipated costs.
- B. Router for Concierge Desk: The Board approved purchase of a new router for front desk. John Patrick investigated and suggested a model for Michelle to order and have installed.
- C. Board unanimously approved a license agreement to be signed between Supt. Joe Andrade and the Trust regarding the terms of his apartment lease.
- D. Seven-year Mac Gray contract for new washers and dryers approved by Board. Michelle will finalize.
- E. Update on Pestex Inspections: They have done everything they can do in the town houses to eliminate the mice. Company will follow-up if necessary. Sanitation in Dumpling House is better, but live mice persist. Weekly extermination schedule will continue until problem eliminated.
- F. Pool Rules: The desk has received complaints about kids jumping into the pool. Staff will intervene when necessary.
- G. Window Washing will be done second or third week of July. Notice will come out via Pileria.

2. New Business

- A. Updated Welcome Packet: added check valve language; we will send out the package yearly with updates. We made a motion and approved to send Welcome Packet to owner and residents yearly, highlighting the changes made each year.
- B. Whalen Maintenance Revised Letter drafted by Sharon. We are asking people to be current on their fees. Sharon will revise her draft and send it out for review. Joe will call Heating and Cooling to see how soon they can be here to do the summer maintenance.
- C. New Door on Green Street: Board approved the installation of a new door to replace one with deteriorated frame. Vendor: Door Systems. Cost: \$1700

**VI. General Correspondence for Board of Trustees:** Reviewed and discussed General Correspondence for the Association

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

1. Capital Projects for 2017 and Forward:

- A. Board approved the bid from CCI to remove plants and soil from planters. Cost: \$67K including temporary safety fencing that must be installed to protect workers. Includes removal of waterproofing, electrical wiring and irrigation system and disposal of all.
- B. Update on Expansion Joint Bids from CCI: Board approved bid from CCI to replace all exterior expansion joints. Cost: \$107K; work will begin mid-August.
- C. Update on Fitness Room Bathroom and Gym Tile Floor: we need one more bid; Michelle will ask bidders to submit bid without cost of tiles included so Board can add that later.
- D. Carpeting for badly worn Town House Hallway will be chosen ASAP

**VII. Executive Session:**

**NEXT BOARD MEETINGS: Monday, July 24<sup>th</sup> and Monday, September 25<sup>th</sup> at 7PM.  
No August Board Meeting.**