

Bay Square Condominium Trust
Trustee Meeting
Monday, July 24, 2017
7:00pm

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

Staff Members Present: Michelle Collins, and Joe Andrade

Owners Concerns: One hour before the Board Meeting, the Board met with Christopher Agostino, lawyer for the owner of C-1. Board members urged the owner of the C-1 property to name an agent who would be the point of conduct for dealing with issues arising out of operation of the Dumpling House resident and to adopt a maintenance schedule to insure that standards are followed and necessary routine maintenance is performed.

Mr. Agostino also informed the board that his client had signed a lease with Lucky's NoHo tattoo and piercing parlor as tenant's for the vacant C-1 property.

II. Minutes: Reviewed and approved June 2017 meeting minutes; motion made and seconded unanimously

III. Financial Review: Reviewed June 2017 Financials; Michelle will ask Ken to review YTD for HVAC contract with Cooling and Heating

IV. Maintenance Report – Joe Andrade (see Superintendent's Report)

V. Business Before the Board/Management Review:

1. Old Business

- A. Intercom Installation: still 4-6 weeks for units to arrive; will probably be in September. We will update elevator-side notices to inform residents about progress on this.
- B. Laundry Machine Installation: in September we will have a date for delivery
- C. Extermination Report: good extermination reports for building and restaurant

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2. New Business

- A. Webpass: Sharon will revise overview document to reflect the reality of the slower speeds
- B. Loaner Whalen Units: in case of unit failure, we need to loan them for a period of 8 weeks for \$25/week; Michelle will follow up with the four owners that got the loaners; motion was made and seconded to pass this new procedure and was voted on unanimously. We will send a notice to those that borrowed units. The new policy should be added as a new rule.
- C. Thayer Agreement: we reviewed the new contract with Thayer. Sharon and Doug Thayer agreed to raise the threshold for Thayer's charging for oversight for capital projects to \$30,000. The contract is asking for a 2.5% increase in their fees for each year of the contract. The board packet did not include the agreement. Members need the updated copy to review. We discussed the difficulty of gauging the work involved for Thayer in capital projects. Sharon and Doug need to discuss again.
- D. We would like Michelle to review various bids one job to make sure they present consistent information. For first phase of planter project, we will have Michelle review what her work was.
- E. 2016 Bay Square Audit. Motion made and seconded to approve the 2016 audit and have Sharon sign it. Motion passed unanimously.
- F. One Bedroom Unit for Superintendent: write to all the owners of the one bedroom units and get prices for rentals well next Fall.

VI. General Correspondence for Board of Trustees: Letter from Michelle to Town House owner about unkempt garden area was not answered: Kathleen Dolan will approach owner about issues re. landscaping and within his apartment. We get him a quote for these services. We will need documentation.

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VII. Future Capital Projects: Prioritization and Planning:

- A. Update CCI Planter Material Removal and Expansion Joint Start date: September 2017
- B. Update on Fitness Room Bathroom and Tile Flooring: 1. Pedro Andrade and 2. Waltham Cleaning Proposals were reviewed. We will get a third bid. Joe will remove the TV in the gym room.

VIII. Executive Session:

NEXT BOARD MEETING: Monday, September 25th, 2017 at 7pm