

**Bay Square Condominium Trust  
Trustee Meeting  
Monday, September 18, 2017  
7:00pm**

- I.** Board Member Present: Sharon Britton, Meredith Leshkowich, Kathleen Dolan, Catalina Arboleda and Mary Moore (via remote)  
Staff Present: Joe Andrade and Michelle Collins  
Owners Present: Joe Walsh, new unit owner
- II.** Minutes: Reviewed and Approved July 2017 Meeting Minutes; Catalina to gather and send new regulations approved by Board to John Patrick so he can include in official rules and regulations document and upload to the website. (New policies regarding Webpass, Whalen Unit loaner program sent to John for rules document update).
- III.** Financial Review: Reviewed August 2017 Financials. Ask Ken to show, as a separate item, the debits (chargebacks) we collect from C-1 regarding gas, electric, trash, pest control, drain clearing and water.

**IV. Maintenance Report – Joe Andrade**

- A. Superintendent's Report; Joe settles many issues on his own; he can refer issues that he cannot settle to Michelle and/or board.
- B. Roof Report: Recommendation for replacing the guy-wire attached to lightening arrester is first priority; Michelle will ask the roofing company to offer bid for extra surface protection and ask the cleaning company to do a better job of cleaning the restaurant grease. (advise C-1 manager)
- C. Pool Closing Update: Pool was closed as of Sept. 17th
- D. Expansion Joint Update: Project is proceeding as planned.

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

**1. Old Business:**

- A. Intercom Update: Seidel intercom system installation completed and operational. In three units that remodeled, Intercom wiring was disconnected and left in ceiling. Two of these units (current owners) will be charged for the extra labor. [Board may take this up again at next meeting]. Two units owned by one owner were not accessible (owner did not respond) , which required a work-around to accommodate the interconnected system. Sharon will write to that owner and inform her of the need for her to provide access when addressing common infrastructure.

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- B. Laundry Machine Install Update: Scheduled for mid October.
- C. Approved new WebPass Installation Policy (see Attachment below) that prohibits running wires from units to common utility closets unless the condo units have direct access through existing portals or adjacent proximity. Also granted permission to unit owner (PH-2) who had previously asked for WebPass installation in one of approved units.
- D. Thayer Agreement: Signed 2017-2018 management agreement with Thayer Associates approving 2.5% increase in fee each year and increasing from \$10,000 to \$30,000 the level at which Thayer can be engaged to oversee capital projects. Noted that when bidding projects, Thayer needs to review bids and make sure they are comparable.
- E Loading Dock Damage Resolution: Joe will obtain bid from CCI to repair damage to loading dock surface caused by realtor having flooring delivered and we will charge her back.
- F. Whalen Unit Service Policy: The Board had a lengthy discussion about the problem with many unit owners not signing up for the service program to maintain their Whalen units. More than half are not participating, which poses significant risk of damage to the building and potential loss of insurance coverage if the units malfunction (water damage, mold). The board decided to calculate the cost of the twice-annual maintenance program and increase condo fees accordingly to cover this program that will then be automatic and overseen by the superintendent in April and Oct. The board also approved a formal "Whalen Unit Loaner Program" in case of emergencies. So long as owners verify a repair or replace plan for their malfunctioning unit, the building will provide a loaner unit for up to 8 weeks at a cost of \$30 a week. (Owner must sign agreement) The board will continue to make clear that heating and cooling pumps are the property of the individual condo owner.
- G. Planter Repair Contract: [After the meeting, the board communicated by email about negotiating a contract with Thayer Associates for administrative oversight of project for planter repair and installation of new landscaping scheme and fencing. Doug Thayer will oversee. Contract signed and to be added to next month's board packet.]

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**2. New Business**

- A. Safety Anchors Regulations: New OSHA regulations will require us to have anchor bolts attached to the roof to accommodate workers using boson chairs or hanging platforms. Our current window-washing firm has already informed us they will not serve the building unless these are installed. They could get fined and so could we. This work needs special engineering expertise to ensure we have what's required and that no damage will be done to the Sarnafil roofing. We will get bids from General Services, American Anchor, and (?) Safety Equipment.
- B. One Bedroom Unit for Superintendent: Sharon will draft letter to the owners of one-bedroom units indicating the need for a unit for Joe at the end of June 2018.
- C. Policy for Signage for Commercial Units: Kathleen and Sharon will write up this policy
- D. Awnings: we will contact owner of Cryobank about awnings and board's plan to improve signage and eliminate awnings; ask CCI for quote to repair building where awning hooks have been installed.
- E. New Intercom: we will put notice under all unit doors describing how system works; message to be sent out saying intercom is working, with instructions on how to use the new Intercoms (see attachment below).
- F. We approved new equipment (new screen with speakers and new keyboard) for Front Desk. John Patrick has offered to order and install.

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

- 1. Cooking Odor Complaint
- 2. Townhouse Garden Upkeep

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

- A. Capstone Replacement
- B. Budget Planning
- C. Update on Fitness Room Bathroom and Gym Tile Floor

- 1. Pedro Andrade

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2. Waltham Cleaning Proposals
3. Granados Handyman

**VIII. Executive Session**

Dates for next Board Meetings: Monday, October 16<sup>th</sup>; Wednesday, November 16<sup>th</sup>,  
Monday December 18<sup>th</sup>, 2017 at 7PM