

Bay Square Condominium Trust
Trustee Meeting
Monday, October 16, 2017
7:00pm

- I. Board Members Present:** Sharon Britton, Meredith Leshkovich, Kathleen Dolan, Catalina Arboleda and Mary Moore (via remote)
Staff Members Present: Michelle Collins and Joe Andrade
- II. Minutes:** Reviewed and approved September 2017 Meeting Minutes with the exception that V-G should be titled: Planter Project Phase II.
- III. Financial Review:** We did not review September 2017 financials, as Ken was not able to send in time for our Board meeting
- IV. Maintenance Report – Joe Andrade**
 - A. Superintendent's Report –discuss how we recommend cleaning of grease for restaurant more regularly and need for receipts to be sent
 - B. Superior Door Quote for gate at loading dock: no need for now as we have not seen rodents on loading dock
 - C. Lightning rod guy-wires need to be replaced. Joe and Michelle will look for vendor.
- V. Business Before the Board/Management Review:**
 - 1. Old Business
 - A. Sharon will re-write Whalen Unit Loaner Program and send for review
 - B. Update on Loaner Units-we reviewed how many units are out on loan and discussed at length our goals regarding the program of being able to satisfy needs of residents while also having sufficient units available for loan at any one time.
 - C. Signage Policy reviewed: we agreed on uniform (placement, size, color) signs on top of door and two windows of each commercial unit, the signs will need to be of a consistent design and each one approved by the Board before installation. Specific language must be added to guideline. We will inquire about details of the Lesley College signage.
 - D. Fines for commercial and residential units to be discussed at a future meeting; we will ask Thayer attorney if we can distinguish the commercial from residential units.
 - E. Set separate date for Budget Meeting: Mary will send a Doodle for us to choose the date
 - F. We are seeking quotes from Cooling and Heating and Suburban for cost of twice annual Whalen maintenance to add to the budget.

- 2. New Business

Bay Square Condominium Trust
Trustee Meeting
Monday, October 16, 2017
7:00pm

VI. General Correspondence for Board of Trustees

1. General Correspondence for the Association:

- A. Communication with 506: we will talk to them again once wife is back in town.
- B. Draft Letter to owner regarding providing access to units for preventive maintenance of Whalen units, etc. reviewed and approved
- C. Draft letter to one-bedroom unit owners about desire to rent apartment for Joe reviewed and approved.

VII. Future Capital Projects; Prioritization and Planning:

- A. Update on planter renovation project: we will build a crib on the deck to save soil, cover with tarp so it doesn't leak; two engineering companies have been out to look at project, third will be coming. We are considering winterizing the area to be able to work through the winter.
- B. Safety Anchors: four companies need to see the plans; can work on this up to middle of March.
- C. Fitness Room Bathroom and Gym Tile Floor Proposals: we will postpone until January meeting, but will let them know about needing planter budget before getting back to the companies that submitted proposals:
 - 1. Pedro Andrade
 - 2. Waltham Cleaning Proposals
 - 3. Granados Handyman

VII. Executive Session

VIII. Future Dates: Tuesday, October 31st Halloween costume parade (5:30PM) and cookout from 6-8:30 PM Next Board Meeting: Monday, November 20th 5-7 PM and Monday, December 18th at 7-9 PM