

Bay Square Condominium Trust
Trustee Meeting
Monday, November 20, 2017
7:00pm

I. Board Members Present: Sharon Britton, Kathleen Dolan, Meredith Lewshkovich, and Catalina Arboleda
Staff Present: Michelle Collins

II. Minutes: Reviewed and approved October 2017 Meeting Minutes

III. Financial Review: Reviewed October 2017 Financials. We will meet early next year to review upcoming projects for 2018, using figures we will then have for the reserve fund for that review.

IV. Maintenance Report – Joe Andrade (not present)

- A. Though Joe was absent, we reviewed his Superintendent's Report
- B. Update on Door: door going out to Green Street will be replaced after Thanksgiving

V. Business Before the Board/Management Review:

1. Old Business

- A. Loading Dock Damage Resolution: CCI will be giving us a price ASAP
- B. One Bedroom Units for Joe: Representative for unit 411 is only one that expressed interest in renting her unit to Joe.; as that lease ends in Sept., it would not be useful. Michelle will look into which leases will be up when Joe needs his unit.
- C. Safety Anchors Update; Proposals are pending; we have one quote so far.
- D. Bay Square Signage Policy: Sign Color: 3M-276/Bottle Green with white lettering and made from fabric in order to achieve uniform signage in the commercial units. Voted and seconded to approve the motion to adopt a new signage policy. Commercial units will have until June 1st, 2018 to take awnings down and put up new signs, and until March 1st, 2018 to remove lights, signs, decals from windows. "For lease" signs in properties that are empty should be no bigger than 3 feet x 4 feet.
- E. We agreed to find someone to give us an appraisal of the easements for the parking spaces in the G-1.
- F. Finalize 2018 Budget with provision that Michelle checks the figures regarding G-1 rental and expenditures. Condo fee increase 2.92%

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1. Reviewed Budget Letter to go out before annual meeting.
2. Schedule of Fees reviewed.

2. New Business

- A. Weekend Maintenance Coverage: Michelle and Joe both found people to apply for weekend coverage as take Nelson will leave post in January.
- B. Intercom Issues: Intercoms still have an echo. We will get a study of what needs to be updated in the front desk computer system. For example, is the computer being backed up on a regular basis?
- C. Electric Contract Renewal: we will lock in for 24 months, as that rate is cheaper than the 12 month rate and federal projections are for continued increases to electric rates.

VI. General Correspondence for Board of Trustees

1. General Correspondence for the Association: None

VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2017 and Forward:

- A. Summary of Landscape Design: see Landscaping Goals letter for Michael Wasser, landscape designer
- B. Capstone Replacement: we will need quotes.
- C. Update on Fitness Room Bathroom and Gym Tile Floor: we will wait until we know the cost of the planter project before proceeding with this project.

VII. Executive Session:

- VIII. Dates for Future Board Meetings:** December 18th, 2017 at 7pm; January 22nd at 7pm;
Date for Annual Meeting: February 13th, 2017 at 7:00PM