

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

**I. Board Members Present:** Sharon Britton, Kathleen Dolan, Meredith Lewshkowich, 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 1<sup>st</sup>, 2018 to take awnings down and put up new signs, and until March 1<sup>st</sup>, 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 18<sup>th</sup>, 2017 at 7pm; January 22<sup>nd</sup> at 7pm;  
**Date for Annual Meeting:** February 13<sup>th</sup>, 2017 at 7:00PM