

**Bay Square Condominium Trust
Trustee Meeting
Tuesday, January 23, 2018
7:00pm**

- I. Board Members:** Sharon Britton, Meredith Leshkowich, Catalina Arboleda and, via remote, both Kathleen Dolan and Mary Moore
Staff: Michelle Collins and Joe Andrade
- II. Minutes:** Reviewed December 2017 Meeting Minutes: motion made, seconded to approve the minutes; all voted in favor.
- III. Financial Review:** Reviewed December 2017 Financials. We will review the Verizon bill for the desk telephone to see if we can get a better plan.

IV. Maintenance Report – Joe Andrade

- A. Superintendent's Report
- B. Snow Removal: We reviewed the snow removal proposals from Waltham Painting and Waverly Development. We made a motion and seconded to approve the Waverly Development for snow this season; all voted in favor. Plan is for Joe to call them at his discretion, this season.

V. Business Before the Board/Management Review:

1. Old Business

- A. Planter Project Bids and Details: Doug, Sharon and CBI engineer reviewed the bids. Recommendation from engineer, Sharon & Doug Thayer is for Alpha Weatherproofing. Motion was made to vote for Alpha Weatherproofing. We will ask the landscape architect, Michael Wasser, for a recommendation on the height of the fence and contact Walpole. Meredith, Kathleen and Catalina will work with the landscape architect on the choice of the plants. After the project is done, we might get an estimate for replacing the old, plastic fencing.
- B. Moving Policy-After an incident in which a move out caused damage to the loading dock, the board began considering a move out fee, which has been recommended by Bay Square attorney. Considering a move-out fee and a refundable damage fee. Also discussed instituting a renovation fee in case there is damage during renovation. Michelle will review standard

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practices and then give us a recommendation. We may discuss at the annual meeting.

- C. One Bedroom Units for Joe: Michelle will write a letter reaching out to owners whose leases end in June and those that end in August.
- D. Anchor Bolt Summary: Sharon wrote up her review of the proposals from American Anchor and GSS Corporation. We need to investigate implications for anchor bolts on private balconies.
- E. Signage Policy (Timetable for enforcement): Responses from C-1 and C-3 were reviewed. We decided, as a Board, to postpone making a decision on this policy and will communicate this decision to the owners of the commercial units.
- F. Elevator Tiles: Kathleen is recommending postponed until we do the carpeting in the halls. We were all in agreement.
- G. G-1 Parking Appraisal Update: Proposal for appraisals of easements from Integra Realty postponed for March Board meeting.

2. New Business

- A. Window Violations: 4 units do not have white window treatments. Deadline is Feb. 9th. All owners said they will comply with that deadline. Michelle will investigate and as long as they have started the project, we will not fine them.
- B. Prioritizing Reserve Fund Project List 2018 and forward: We need to install roof anchor bolts, repair capstones, and stairs to Bay Street as these are all safety issues. We are proposing doing the First Floor (renovation of lobby carpet, elevator flooring, lighting, furniture, top of concierge desk, spa and showers) next year. And postpone the hallway carpeting and hallway lighting for future. We made a motion and seconded it to do the safety issues and first floor renovation this year. We will get a decorator for this project. All voted in favor.
- C. John Patrick recommended a \$150 expense to buy an external drive to back up the software for front desk. We voted to approve this purchase.

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- D. Laundry Machines: We will poll second floor to see if they want a front loader machine on their floor that can accommodate bed quilts.

VIII. Executive Session:

Next Board Meeting: Monday, March 19th, 2018, Monday, April 23rd, 2018

Annual Meeting: Tuesday, Feb. 13th, 2018