

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

- I. **Board Members:** Sharon Britton, Meredith Leshkowich, Kathleen Dolan and Catalina Arboleda  
**Staff:** Michelle Collins and Joe Andrade
- II. **Minutes:** Reviewed and approved November 2017 Meeting Minutes
- III. **Financial Review:** Reviewed November 2017 Financials; noted that electricity jumped in November. Explanation for increase is DST and cold weather. Pool expenses will be reviewed by Michelle as the pool has been closed since September.
- IV. **Maintenance Report – Joe Andrade** (Superintendent's Report)
- V. **Business Before the Board/Management Review:**
  1. Old Business
    - A. Loading Dock Damage Resolution: CCI Proposal reviewed; there will be a chargeback to the realtor as the owner has sold the unit.
    - B. One-Bedroom Units for Joe; Joe is comfortable waiting until March to see if one bedroom units come up for rent.
    - C. Safety Anchors Update: we only have one proposal (GSS) and we will get a second one from Cliffhangers.
    - D. Feedback on Signage Policy. Sharon has been talking to some of the owners of both the Cryobank and the Dumpling House Commercial Units. The Cryobank will need to have someone take off the awnings. We need to emphasize the term “architectural integrity” of the building with all commercial units. Any residential units that have non-white window treatments will be sent a note from the Board.
    - E. Weekend Maintenance Coverage: Leandro Martinez has accepted the position (\$20/hour). He will start after Jan. 13<sup>th</sup>, 2018 and be here every weekend (twice a day on Saturdays; only mornings on Sundays, if Monday is a holiday).

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**2. New Business**

- A. C1's Request for Re-Negotiations of fees: we can subtract the 4.7% water fee they had been paying as part of their condo fee to what we are now charging for the metered amount. Sharon Britton will be meeting with the new property manager, Joe Wagner. As part of the discussion to review the status of the restaurant issues, she will discuss the payment for their water use.
- B. Selection of Tile for Elevator: HRTEC-DP5 (Strand) from Johnsonite was chosen (Eco-Shell with Cork). Kathleen Dolan will call Johnsonite to make sure it is durable for this application and how to adhere it to the elevator floors.
- C. Annual Meeting Discussion: Meredith and Mary's terms are up at the annual meeting (2/13/18). We can review who will be part of the Board over the next month. Draft of what we accomplished this year was reviewed. As we left out the pest issues, Sharon will include in her new draft.
- D. We will have a discussion of capital project priorities at the next Board meeting.

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

**VII. Future Capital Projects; Prioritization and Planning:**

Capital Projects for 2017 and Forward:

- A. Planter Project and Landscape Design: will go to bid. We will get examples of possible fencing.
- B. Capstone Replacement
- C. Update on Fitness Room Bathroom and Gym Tile Floor

**VIII. Executive Session and Next Board Meeting:**

- A. Tuesday, January 23<sup>rd</sup> at 7PM (neither Kathleen nor Mary will be here); Monday March 19<sup>th</sup> at 7PM.
- B. Annual Meeting: February 13<sup>th</sup> at 7:00PM-8:00PM