

Bay Square Condominium Trust
Trustee Meeting
Monday, March 19, 2018
7:00pm

- I. Board Members Present:** Sharon Britton, Catalina Arboleda, Meredith Leshkovich, and Mary Moore (via remote)
Staff: Joe Andrade and Michelle Collins
Owners: Debbie Koplow discussed her concerns re laundry machine changes
- II. Minutes:** Reviewed and approved January 2018 Meeting Minutes: motion made and seconded to approve these minutes.
- III. Financial Review:** Reviewed February 2018 Financials
- IV. Maintenance Report** – reviewed Joe Andrade’s Superintendent’s Report
 - A. Drain Doctor provided estimate to power jet vents from roof to LG; cost is about \$2000 once a year; \$195 to power jet the restaurant stack, which is the one we have been having trouble with. Will discuss with Joe Wagner and bill C-1 bill directly.
 - B. Front desk is having trouble with intercom locking up; Joe tried to reset panel and computer; Steve Varnum will get together with manufacturer representative and examine system to determine where the problem is.
- V. Business Before the Board/Management Review:**

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1. Old Business

- A. Status One Bedroom Units for Joe; none available so we are assuming he will keep his unit for another year. Is Unit 1B a possibility?
- B. Anchor Bolt Status: Michelle will try to revive discussion with GSS or turn to American Anchor.
- C. Window Violations update; changes to window treatments are in process
- D. PH - 3 & 4 renovations: their lawyer will prepare the certificate of compliance and certificate will be signed and recorded
- E. Spring Whalen Unit maintenance scheduled to begin on Monday, April 9th; need to ask Matt Gaines what we can do regarding units that have allowed no entry. We will ask him to write letter.

2. New Business

- A. Move out and renovation fees:
 - 1. Move in and move out fees recommendation of \$500 and a deposit of \$1000 before each move in and move outs to be discussed at next meeting. No exceptions to M-F 8-6 pm policy have happened in over 20 years. Move in fees for roommates or people who

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moving into furnished apartment should be less than the regular fees. Set at \$250

2. Renovation Policy: Michelle will investigate permutation of fees charged in other buildings and recommend charges to be adopted here.

B. Starry Agreement -- John Patrick presented on Webpass alternative and recommended Starry as opposed to netBlazr for the building. See his recommendation. Motion was made and seconded to approve the Starry agreement; all voted in favor.

VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for first half 2018:

A. Planter Project Update: Fencing questions are being sorted out; Weston Nurseries and ND Landscaping are being contacted as well as two other firms.

B. Capstone Replacement: Requested Michelle obtain bids from CCI and Alpha by the April Board Meeting. Sharon and Joe to write up scope of work for job.

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C. We need two bids to either repair/replace the stairs to Bay Street. We will also ask CCI and Apha for bids for this project.

VIII. Executive Minute: Board discussed late fees and approved a \$25 per month late fee assessed on the 15th of the month a condo payment is overdue. We will no longer charge interest on the late fees.

IX. Next Board Meetings: April 23rd, May 21st and June 25th at 7PM