

**Bay Square Condominium Trust  
Trustee Meeting  
Monday, April 23 2018  
7:00pm**

- I. Board Members:** Catalina Arboleda, Sharon Britton, Kathleen Dolan and Meredith Leshkowich  
**Staff:** Joe Andrade and Michelle Collins
- II. Minutes:** Motion made and seconded to approve March 2018 Meeting Minutes.
- III. Financial Review:** Reviewed March 2018 Financials; by the end of the year, with current anticipated expenditures, we project having about \$900,000 in reserve fund.

**IV. Maintenance Report – Joe Andrade**

- A. Superintendent's Report
- B. Spring Whalen Maintenance going well. We have sought legal advice about two units that do not provide access to service units and have noted that in the case of a leak or other emergency involving those units, we can force entry.

**V. Business Before the Board/Management Review:**

**1. Old Business**

- A. One bedroom lease for Joe: we will sign a lease again, for one more year, with parking spot.
- B. Anchor Bolt status: we will get engineering plans from GSS
- C. Starry update: at beginning of May, Starry will try to do installation
- D. Signage policy for C1: provisionally approved signage for C-1b, storefront, so long as sign is scaled to proper size and includes no internal lighting.
- E. Trustee certificate update: Sharon will follow up with Mary to get signatures for filing with state.

**2. New Business**

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- A. Move in and Out Policy and Renovations Recommendations reviewed, will continue discussion next meeting. Will be included in Welcome Packet
- B. Move out and renovation fees. These forms will be reviewed by Sharon and we will discuss at the next meeting.
- C. Clear Result exhaust fan retrofit proposal: Mass Save will reimburse 50% of cost up to \$10,000 to retrofit the CO exhaust fan system in garages. Retrofit could pay for itself in one year. Joe pursuing bids.
- D. Gym equipment recommendations: we will investigate one owner's suggested machine and a new recumbent bike. Also, we will do a questionnaire to see how many people use the Cybex machine

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

Capital Projects for first half 2018:

- A. Planter project update: we will pay an additional \$14,000 for plants, planting and maintenance plan; we will try to finish project by mid-May, as well as getting permit for the pool
- B. Capstone replacement and repair to stairs to Bay Street bids from both CCI and Alpha
- 1. Board approved CCI's bid for capstone replacement, repair of Bay St. stairs, front walk tripping hazard, and C-3 threshold repair. Michelle to get CCI to include estimate for replacing balcony capstone if it cannot be repaired as predicted in bid.

**VIII. Executive Session:**

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**NEXT BOARD MEETING: 7PMon Monday, May 21<sup>st</sup>, 2018 and Monday, June 25<sup>th</sup>;  
2018**