

Bay Square Condominium Trust
Trustee Meeting
Thursday, May 24, 2018
1:00pm

I. **Board Members:** Sharon Britton, Kathleen Dolan, Meredith Leshkovich, Mary Moore, Catalina Arboleda

Staff: Joe Andrade and Michelle Collins

Owners: Jacqueline Landau and Sue Owen came to discuss process of redecorating lobby. Jaqueline and Sue each said they would like for resident owners to have input into the furniture selection and paintings.

II. **Minutes:** Reviewed and approved April 2018 Meeting Minutes

III. **Financial Review:** Reviewed April 2018 Financials

IV. **Maintenance Report – Joe Andrade**

A. Superintendent's Report reviewed. Appreciation expressed for having a resident superintendent and Joe, in particular, in the building. Water leak in Unit 512 discussed; source is being investigated.

B. Spring Whalen Maintenance went quite smoothly.

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

1. Old Business

A. One-bedroom lease for Joe fell through. We will sign a \$2700 lease for Joe to stay in his 2-bedroom unit with parking space for three years.

B. Anchor Bolt status: we got an engineering report from GSS and we have three bids GSS, Cliff Hangers and American Anchors. We will talk to GSS about whether they can do the project with fewer anchors before deciding which company will do the work.

C. Starry has not shown up to do the installation.

D. C-1 signed a lease with UBreak IFixit: we will request a copy of the lease, the actual drawings of the signs and plans for trash removal.

E. Clear Results Exhaust Fan Retrofit for garages: we are in conversation with Cooling and Heating about how to do the retrofit and get the deal with Mass. Energy in a timely manner.

F. Renovation and move-in and out policies: we will discuss at the next meeting.

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2. New Business

- A. Lobby Renovation –
 - 1. Proposal discussed for creating an inviting and contemporary lobby that will raise the owners' property value. Plan includes four seating areas for residents as well contractors. We will use the plan designed by Crate and Barrel interior designer and place the order for the furniture. We unanimously voted and seconded to approve the Care and Barrel bid.
 - 2. Carpet bids for entrance, lobby, and hallways were discussed. Motion made and seconded to approve lobby and hallway carpets and elevator (Johnsonite) tiles. It was approved unanimously.
 - 3. Motion made and seconded to get bids from Waltham Painting to take down mirrors, paint walls and the wooden frames of the mirrors and put the mirrors back up. We will also ask for quotes to resurface the front desk. This motion was approved unanimously. We also voted to replace the front desk chair with an ergonomically correct chair. We will ask Yvonne to research it further.
- B. Association Insurance Policy and letter to residents. As no other company would submit an estimate, when they heard about our previous history, we have no choice but to stay with Endlar Insurance. Previous sewer backup was so expensive that they raised the deductible to \$25,000. Yearly Insurance breakdown was reviewed. We will need to consider 5-7% increase for the coming year. Brown and Brown will write a letter to the residents explaining the increase in the deductible. As we had to vote to approve this insurance company before the end of the month, we did so unanimously.

VII. Future Capital Projects; Prioritization and Planning:

Capital Projects for first half 2018:

- A. Planter project update. Brett Randolph's deck is made differently than other planters. Needed an engineering firm for the design. Alpha is completing the work now.
- B. Capstone replacement and stairs to Bay Street repair
 - 1. We made a motion and seconded to approve the bid from CCI to do the bid. All voted in favor
 - 2. Drains for outside patio doors. We also voted to get a bid from CCI to do the job of adding drains outside the patio doors into the lobby and placing a pipe to drain the water into the existing drainage system.

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Near Future: We reviewed the list of projects that are coming up in the near future and their estimated cost.

VIII. Executive Session:

NEXT BOARD MEETINGS: Monday, June 25th, 7PM