

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Tuesday, June 19, 2018**  
**7:00pm**

- I. **Board Members Present:** Sharon Britton, Catalina Arboleda, Meredith Leshkovich, as well as Kathleen Dolan and Mary Moore via remote  
**Staff Present:** Michelle Collins  
**Owners:** Pam Weiss came to discuss putting a ventless washer/dryer in unit as part of the renovation and connecting of her two units
- II. **Minutes:** Reviewed and approved May 24, 2018 Meeting Minutes; all voted in favor.
- III. **Financial Review:** Reviewed May 2018 Financials
- IV. **Maintenance Report – Joe Andrade:** Superintendent's Report
- V. **Business Before the Board/Management Review:**
  1. Old Business
    - A. Anchor Bolt status: we now have three bids as Cliffhangers came and submitted a new one. However, new OSHA requirements are to test to 5,000 pounds instead of the 2,500 pounds. Therefore, we will need to postpone the window washing until next year, as the code for the required anchors is not clear.
    - B. Starry update: they were here to install. This means another internet provider will be available to residents in the building.
    - C. Lobby renovations: removal of old furnishings and plants discussed. Plans discussed for coordinating arrival of new furnishings, installation of new carpet and the resolution of the drainage problem at the doors to the patio.
    - D. Hudson Carpet contract and entry area carpet discussion resulted in our requesting commercial grade samples of the pictures sent. We will choose one from those samples for entrance area.
    - E. CCI contract: owner will come to look at water issue by the doors to the lobby sooner than planned and will make suggestions. Later he will do the other estimates for other needed work.
    - F. Summer board meeting scheduled for Monday, August 6<sup>th</sup> at 7PM.
    - G. Zoning Board of Appeals meeting on July 26<sup>th</sup> at 7pm: we will need to get organized to go back to that meeting with as many residents as possible and get them to send letters to the Cambridge ZBA regarding 955 Mass. Ave. petition.

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2. New Business

- A. Move outs and Renovation policy: we reviewed the process policies written by Sharon. Administrative fees agreed to for overseeing moves and renovations. Fees to cover normal wear and tear will be: \$500 for minor renovations and \$1000 for major renovations. For renovations that are about two units being converted into one unit, fee will be \$1500. There will be separate fines for damage to the premises or the building.
- B. Strategy for C-1 regarding repeated sewer back-ups discussed. Last week there was another back-up in garages. We will check in with Matt Gaines, our lawyer, about what our best options and what we can and cannot demand from C-1.
- C. Coverage for Joe: Rogerio Sousa will be taking Joe's place when he takes vacation.
- D. Landscaping contract with Pemberton Gardens: They will work to do maintenance beginning this summer, as it's quite cost-effective. We may also be able to get fresh flowers delivered weekly for the front desk for a low fee from Brattle Square Florists.

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

Capital Projects for 2019

- A. Carpeting for upper floors, health club bathroom renovations, Reroofing roof decks 607 (EPDM, last replaced 1999), new front doors.

**NEXT BOARD MEETING:** Monday, August 6<sup>th</sup> at 7PM