

**Bay Square Condominium Trust**  
**July/August Trustee Meeting**  
**Monday, August 6, 2018**  
**7:00pm**

- I. **Board Members:** Sharon Britton, Meredith Leshkowich, Catalina Arboleda, and Mary Moore  
**Staff Members:** Michelle Collins and Joe Andrade
- II. **Minutes:** Reviewed and approved June Meeting Minutes; all voted in favor.
- III. **Financial Review:** Reviewed June 2018 Financials and Sharon's review of the Reserve Study for 2018 and 2019. We will ask our treasurer, Ken O'Brien, to adjust the assets notation in the operating budget. We reviewed the Reserve and projected expenses for 2018 and 2019 to see at what level the Reserve will be at the end of 2019.
- IV. **Maintenance Report – Joe Andrade** (Superintendent's Report)
- V. **Business Before the Board/Management Review:**
  1. Old Business:
    - A. Roof Anchor Status: none of the roof anchor companies agree on what the standard should be. We will call Cliff Hangers to see if they would work with us and we will find an independent engineering company to review the Cliff Hanger specs.
    - B. Move-in and Move-out Policy and Lobby Renovations  
  
The board continued to discuss details of revised policies. When approved, new policy will be sent to all owners.
    - C. CCI Projects: Already working on \$27,800 contract to covering the PH capstones with metal; replacing Bay Street stairs and repair walls, replace threshold for Cryobank; grind down raised tripping hazard at entry; fixing capstone for 6<sup>th</sup> floor unit.
    - D. Proposal for other work projects. All voted to approve the new CCI work. Also approved new Superior Patio doors unanimously.

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Details as follows:

CCI additional contract | \$13,300

Includes: Repair concrete outside patio doors to prevent leaks;  
Repair loading dock by adding an additional steel plate,  
Replace caulking around pool and spa  
Replace caulking around planters on patio.

Superior Door | \$4,642

Install two new aluminum doors and thresholds at patio to prevent water infiltration into lobby.

- E. Cooling and Heating VFD Installation: retro-fitting the garage fans is ongoing right now. Cost is \$26,250 with a \$10,000 rebate from EverSource when project is done and approved.

2. New Business

- A. Neighborhood Meeting with developers of 955 Mass Ave was discussed.
- B. As the work on painting the mirrors we have seems so expensive, we will look for less expensive alternatives.

**VII. Future Capital Projects; Prioritization and Planning for 2019:** Carpeting for upper floors, health club bathroom renovations, Reroofing roof decks 607 (EPDM, last replaced 1999), new front doors, Roof Anchors.

**VIII. Executive Session:**

**Dates for next Board Meetings:** 7PM meetings on Monday, September 24<sup>th</sup>, Wednesday October 24<sup>th</sup> and Monday, November 26<sup>th</sup>