

**Bay Square Condominium Trust
Trustee Meeting
Monday, September 24, 2018
7:00pm**

- I. Board Members:** Sharon Britton, Catalina Arboleda, Kathleen Dolan, Mary Moore, Meredith Leshkowich
Staff Members: Joe Andrade, Michelle Collins
Owners: Sanjoy Mahajan spoke about health club bathroom renovations and would like to keep lockers and have a shaker dryer for swimsuits when we renovate the locker rooms; Mickey & Stan Zemon spoke to board about an unsatisfactory experience they had with a vendor who resurfaced their front door.
- II. Minutes:** Reviewed & approved the August 2018 Meeting Minutes
- III. Financial Review:** Reviewed August 2018 Financials
- IV. Maintenance Report – Joe Andrade**
 - A. Superintendent's Report
 - B. Garage Door Damage Update: Insurance check received, owner who did damage will be billed for the difference.
- V. Business Before the Board/Management Review:**
 - A. Old Business
 - 1. Move Policy and Lobby Renovations Packet postponed: needs to be reworked and presented in a new manner.
 - 2. CCI Projects: deteriorated capstones covered with copper, stairs to Bay Street rebuilt and walls repainted, concrete tripping hazard ground down in front of building, thresholds at C-3 and trash room replaced. Still to be done: capstone at loading dock to be repaired, concrete near patio doors to be repaired to stop leaking under doors, caulking around patio planters and around pool and spa when pool closes. Concrete patch near pool to be repaired. New jobs to be added to contract include: removing, repairing awning hooks on façade, repointing bricks at cooling tower.
 - 3. Neighborhood Meeting with Developers: The work to organize the neighborhood against variances sought by

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developer of 955 was successful. Developer withdrew application in September and cannot resubmit for two years.
4. Discussion about possible cookout dates

A. New Business

1. Board approved new service/support dog/animal application packet for residents/visitors who want to enter this no-pets building with a service animal: On first visit, animal owner is informed of the policy and told that to enter again they will need to complete the application process and get approval of the board of trustees. Concierge staff will be trained in how to distribute the packet.
2. New manager for C-1 property is Kristina Descoteaux from Habor Light Management in Needham.
3. Stains on carpet-if we cannot take stain out, we may be able to get a refund; they will take out squares & test them; we may hire a decorator to help select elevator & carpets for rest of building
4. Final Lobby furnishings: subcommittee formed to meet Tuesday, Sept. 25th and finish decorating details.
5. We will talk to a staffing agency to get a person to fill in for a member of the staff who is on sick leave if this becomes necessary
6. Electric Car Request: The board discussed another request by a resident (tenant) for access to electricity to charge an electric vehicle. Mary Moore volunteered to look in to the multiple issues involved with making this service available in this building.
7. Johnson Controls (used to be Simplex-Grinnell): Joe, Michelle and Sharon will meet with rep from company to sort out issues with the current contract and get clear proposal on the scope of the annual preventative maintenance plan.
8. Pool closing date will be Monday October 22nd.

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VII. Future Capital Projects; Prioritization and Planning for 2019:

Carpeting for upper floors, health club bathroom renovations,
Reroofing several roof decks presently covered with EPDM and last
replaced in 1999, new front doors. Roof Anchors.

VIII. Executive Session:

Dates for Next Board Meetings: Wednesday, October 24th and Monday
November 26th at 7PM