

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

- I. **BOARD MEMBERS:** Sharon Britton, Meredith Leshkowich, Mary Moore, Catalina Arboleda  
**STAFF MEMBERS:** Joe Andrade and Michelle Collins
- II. **Minutes:** Reviewed and approved September 2018 Meeting Minutes unanimously.
- III. **Financial Review:** Reviewed September 2018 Financials; we are running a small operational surplus, but there will be fire suppression system maintenance services and staff overtime expenses that will even it out by the end of the year.
- IV. **Maintenance Report:** see Superintendent Joe Andrade's Report.
- V. **Business Before the Board/Management Review:**
  1. Old Business:
    - A. Johnson Controls: we discussed problems with unclear and inaccurate invoicing and approved payment of \$15,843.39 for 2018. New contract for next year authorized. We will investigate some other companies for the separate five-year service contract at the beginning of next year to see if we get more competitive prices.
    - B. Elevator Tile and Carpeting Discussion: we will ask Carl from Johnson Carpet to bring boxes of samples of carpet for the upper floors. We will run the fan in the West elevator to see if the smell dissipates. Meredith will look into fabric for pillows. The board authorized Sharon to purchase the wool carpet for the entryway we all looked at.

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- C. CCI Progress on projects: Pool area has been caulked; discussed the repointing of exhaust tower by the pool area. We will request a new estimate for the four walls of the tower by the pool and, conditionally, approved the new estimate. (\$4,000 for full repair and sealing of surfaces).
- D. No Pet/Service Dog Policy Roll Out with Desk Staff: Michelle will check with Yvonne to see it's status.
- E. Recovery of Damages for Garage Door: tenant does not want to pay difference between the insurance payment and what it cost to replace the garage door she damaged, so we will assess the owner.

2. New Business:

- A. Staffing at Concierge Desk: staffing agency terminated person who was supposed to cover for Fred but didn't show up for first shift. Nelson Maura has stepped up for now and will do Fred's overnights and six hours of Joe's work (30 hours per weekend). Joe will look to see if any of his relatives want to apply for this work.
- B. Ambrose Roofing Report: we reviewed and approved the \$1,950 estimate for repair work found on annual inspection: caulking around conduit and reattaching loose roof tiles. Joe, Michelle and Sharon brought new manager of C-1 commercial property to roof to point out maintenance and repairs that must be done to protect the roof from restaurant grease. We will get a separate bid from Ambrose for them to extend the area (a grease-mat) around the vent for the restaurant to prevent the grease build-up that is currently occurring.

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- C. Subcommittee and Bid Solicitation for Scope of Work for Bathroom Renovations: we will draw up a scope of work for the project and get several contractors to give us construction bids. Mary will be the chair of this planning subcommittee and work with Sharon. The committee will choose materials separately.
- D. 2019 Budget Planning: by early next week, we will get a budget for next year.
- E. Gas Prices: We voted to lock in 36-month term at the rate of \$4.62/deca-therm as of April 1<sup>st</sup>, 2019.

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

Capital Projects for 2019

Carpeting for upper floors, health club bathroom renovations, reroofing roof decks 607, etc. (EPDM, last replaced 1999), new front doors, roof anchors.

**VIII. Executive Session:**

**NEXT BOARD MEETINGS:** Monday, November 26<sup>th</sup>, 2018, Monday, December 17<sup>th</sup> and Monday, January 21<sup>st</sup> at 7PM.

**ANNUAL MEETING:** Wednesday, February 20<sup>th</sup> at 7PM in the Lobby.