

**Bay Square Condominium Trust  
Trustee Meeting  
Monday, November 26, 2018  
7:00pm**

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

**Staff:** Joe Andrade and Michelle Collins

**Owners:** Joe Walsh attended the meeting just to observe

**II.** **Minutes:** Reviewed and approved October meeting minutes

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

**IV. Maintenance Report – Joe Andrade**

- A. See Superintendent's Report
- B. There were also leaks through sliding door in one of the units. We agreed that we needed to diagnose the problem, before investigating next steps.
- C. Domestic hot water was problematic; Joe has called Wilkerson boiler company to diagnose and repair problem.

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

1. Old Business:

- A. Johnson Controls: Coordinate Switch Control for Next Fire Panel Service: faulty switch has been in need of replacement for months, and Johnson Controls arrived without necessary parts during their last preventative maintenance visit. Michelle to follow-up with JC to make sure they have the necessary parts when they service fire panel in December. Board will solicit bids from other service companies to see if we can get better service and prices.
- B. Recovery of Damages for Garage Door: tenant and owner will pay in full.
- C. Update on Installation of Grease Guard at DH Expense: because of rain, they haven't been able to install it yet. Michelle to follow up.
- D. Gym Bathroom Renovation Bid Process to Date. Scope written up. Granados got back with a \$45,000 bid. Morse Construction came out and they said they would not be able to do job for under \$175-225,000. Mary Moore has chosen tiles for flooring and stalls at Roma. Countertops to be determined. Sharon is moving forward in checking references on Granados and making sure all materials he will use are satisfactory. Hope to sign contract at next board meeting.
- E. Salary Consideration for Superintendent, Joe Andrade will go into the file at Thayer for future reference.
- F. Elevator tile and upstairs carpeting replacement. Mary Moore made a motion, which was seconded, to install new flooring in both elevators. A majority of board members were not satisfied with the Johnsonite flooring that was installed and one elevator and want to find an alternative. Four Board members voted for motion, one against. Motion was thus approved. Carl Heiger from Hudson Carpet has

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recommended Mohawk Duracolor as a suitable product from upstairs hallways because it is highly stain resistant with lifetime guarantee. We will look at the website together and chose a few samples for him to bring over and from which to choose.

- G. Granados' bid for painting and reorienting the mirrors in the vestibule is \$1000. We agreed that this was a fair price and will have him do this work during the bathroom renovation job.
- H. Discussed MacGray washer/dryer contract. We noted that we have received less revenue than budgeted since the new contract has been in force. We need to investigate the reason the figure is lower.

**2. New Business:**

- A. We reviewed 2019 Budget, which calls for a 1.83 % increase in condo fees. Michelle will make necessary changes to finalize the budget and Sharon will send it around to all for email approval. Letter to owners must go out by end of month.
- B. New Mouse Activity: A few mice reports have popped up, leading Joe to work with Pestex to continue with an aggressive program of treating any effective units and putting sweeps under doors to prevent mice from going from unit to unit in hallways. This will enable us to treat and eliminate problems as they arise and discourage future problems. Residents pay for their own in-unit treatment which has a six month guarantee.
- C. Concierge Staffing Discussion: The board discussed the challenges of staffing the concierge desk and approaches that might be used in the future to cover weekend shifts.

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

Capital Projects for 2019 include carpeting for upper floors, health club bathroom renovations, reroofing roof decks 607 (EPDM, last replaced 1999), new front doors. Roof Anchors

**VIII. Executive Session:**

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

**ANNUAL MEETING:** Wednesday, February 13<sup>th</sup> at 7PM in the Lobby.