

Bay Square Condominium Trust  
Trustee Meeting  
Monday, December 17, 2018  
7:00 PM

- I. **Members:** Sharon Britton, Mary Moore, Meredith Leshkowich  
**Staff:** Joe Andrade and Michelle Collins  
**Owners:** Joe Walsh
- II. **Minutes:** Reviewed and approved November meeting minutes
- III. **Financial Review:** Reviewed November 2018 Financials
- IV. **Maintenance Report** - Joe Andrade
  - A. See Superintendent's report.
  - B. CCI repaired the leak over the slider at 504 where the caulking had been improperly installed
  - C. Johnson Control needs to be called again to make sure they bring the switch that needs to be installed on the fire protection system. It has been months since the problem was reported to them.
- V. **Business before the Board/Management Review**

**A. OLD BUSINESS**

1. **Gym Bathroom renovation:** The board approved a contract with Granados Handyman and Construction for \$45,500 for renovation of the two gym shower/toilet rooms. We have asked the contractor to use master plumber John Aldorasi for the job and recognize there will be an upcharge for that work. Mary Moore selected tile from Flor and Décor that will be purchased by Bay Square for the project. Sharon has been working with the plumber selecting fixtures. The work is scheduled to start in December pending permits.

**Hall Carpeting Selection** We have received requested samples of carpeting from Hudson Carpet. The board will meet after the new year to decide which samples to ask for and we will request larger samples.

2. **Front desk staffing:** Michelle has interviewed RSIG, a concierge staffing service to obtain a bid for services staffing

the desk. RSIG provides only full coverage, and will not provide only weekend staffing. RSIG will present a proposal for the board to review. The board also approved the hiring of Brittany Zenus, who was recommended by head concierge Yvonne Vicente, to fill Friday and Saturday overnight shifts. Michelle conducted a background check and Sharon interviewed her.

- 3. Annual Report:** We reviewed the draft annual report and made suggestions for edits and inclusions.
- 4. Grease Containment on Roof:** Michelle negotiated an agreement between the Dumpling House and the Condo association that will have the restaurant replace the inadequate grease pan on the roof and replace it with a larger pan and filter that will do a better job containing the grease. MJ Ambrose, our roofing company, will remove the old pan and participate in installation of the new pan to ensure the Sarnafil roof is protected.
- 5. CBI Payment Claims:** Sharon and Doug Thayer are communicating with CBI, the engineering firm that worked on the planter project on claims for payment the company is making in conjunction with that project.
- 6. Extermination Report:** There have been several reports of 'mice sighting'. Joe has installed 'sweeps' on several doors and will buy more to have on hand. This will be mentioned at the Annual Meeting and people can then request to have them installed.

## **B. Old Business**

- 1. Fire suppression system preventative maintenance bids:** The board asked that Michelle begin looking in January for two or three new firms that can bid the fire suppression system preventative maintenance contracts. We are dissatisfied with Johnson Controls. We should ask these firms to bid the annual contract that will be renewed at the end of 2019 and the current five-year PM bid that needs to be done this year.
- 2. Southwest private terraces roofing and waterproofing.** We will need to put together a scope of project and RFPs to hire an engineer to

design a new waterproofing system for the southwest terrace. This work needs to be done in 2019. The remaining terraces will need to be done in 2024.

#### **VI. Future Capital Projects: Prioritization and Planning.**

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

#### **VII. Executive session:**

**NEXT BOARD MEETING:** Monday, January 21st at 7PM

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