

**Bay Square Condominium Trust
Trustee Meeting
Monday, January 21, 2019
7:00pm**

- I. Board Members:** Sharon Britton, Meredith Leshkowich, Catalina Arboleda and via remote both Mary Moore & Kathleen Dolan
Staff: Michelle Collins and Joe Andrade
- II. Minutes:** Reviewed and approved the December 17, 2018 Meeting Minutes
- III. Financial Review:**
 - A. Reviewed December 2018 Financials
- IV. Maintenance Report – Joe Andrade:**
 - A. Superintendent's Report
 - B. Discussion of hot water situation: complex problem still being investigated; we are disappointed with Wilkinson and are working on multiple fronts to figure out what the source of the problem is. We need top to bottom review of the machines and to search for broken valves in condo units. Survey was helpful in localizing the issue and efforts have begun to replace valves.
- V. Business Before the Board/Management Review:**
 - 1. Old Business
 - A. Bathroom renovations: Reviewed the state of the plumbing work and the demolition of the bathrooms.
 - B. Carpet selection for upper floors: we will continue the process of selecting the carpet for the upper floor now that we got samples of the ones we liked.
 - C. CBI outstanding claim: Doug and Sharon have been communicating with CBI principal Craig Barnes to address his claim that we owe his company \$23,000 in extras for the work they did on the plants. Both Sharon and Doug say this number is way off, and in fact, Barnes never negotiated one change order on this project besides one \$5,700 change order

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agreed upon at the start of the project. Sharon and Doug will keep the board informed.

- D. Joe is working to gather alternative bids for our fire suppression contract with the intention of replacing Johnson Controls as our vendor.
- E. Extermination report: in fall, saw little spike of mice mostly on 4th floor but was quickly brought under control. We need to insist that owners use only Pestex for extermination services to ensure that we consistently follow best practices in common areas and every unit. We are happy with Pestex's approach and we have good communications, which ensures better follow-ups and outcomes.

2. New Business

- A. Kathleen presented a draft of a proposed fine policy: Board agreed on adopting a progressive schedule of fines (e.g. first a warning for first offense, then first fine, second fine and third fine, and a higher fine for egregious offense). Kathleen will make edits and resubmit to the board.
- B. RSIG Proposal: concierge service option should be considered; we will look at other companies besides RSIG to help with staffing needs.
- C. Upper hallways: we will need new benches and talked about possibly putting mirrors into the current picture frames after carpet is installed.
- D. Engineer recommendations for deck replacement work: 606 and 607 membranes need to be replaced. Michelle will begin the process of drawing up these proposals and engineering recommendations.
- E. Proposed Gym Equipment: After conducting an informal email survey of residents, board voted to buy the NuStep T4r. A number of older residents and some with mobility issues indicated they would be interested in this machine which provides a full body work out from a recumbent position. Cost \$4,289 with shipping, tax and set up.
- F. Hi Tek Balancing Proposal for roof fan/vent: we will ask C-1 to pay for the repair of this roof fan/vent to mitigate the noise that affects the residents on the 6th floor that live close to the restaurant's exhaust fan.

VII. Future Capital Projects; Prioritization and Planning:

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Capital Projects for 2019: Carpeting for upper floors, health club bathroom renovations, Reroofing roof decks 607 (EPDM, last replaced 1999), new front doors. Roof Anchors (fall-prevention system).

VIII. Executive Session:

ANNUAL MEETING: Wednesday, February 13th at 7PM, Lobby

BOARD MEETINGS: (TBD)