

**Bay Square Condominium Trust
Trustee Meeting
Tuesday, March 19, 2019
6:30 pm**

I. BOARD MEMBERS: Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich, Catalina Arboleda and via remote, Mary Moore
STAFF: Michelle Collins and Joe Andrade
OWNERS: Sanjoy Mahajan came to discuss a smell in the upper hallways. He thinks it may have come from a new fireplace in the building, Door store, Green Street and/or nearby units. He also believes the ventilation exhaust may pick it up and disperse it throughout the building.

II. MINUTES: Reviewed and approved January 21, 2018 Meeting Minutes unanimously.

III. Financial Review: Reviewed January 2019 Financials: We have \$937,969 in Total Reserve Fund Balance as of Jan. 31, 2019

IV. Maintenance Report – Joe Andrade

A. Superintendent's Report was reviewed, in addition:

1. Whalen Units maintenance will be scheduled for Cooling and Heating, at the beginning of April, and Joe will do a survey of showers, faucets and toilets looking for leaks.
2. Joe will get price to replace heat exchangers in the building and bring to the Board. Heater on the 6th floor needs to be replaced

B. Extermination Report: no activity for mice or other pests

V. Management Review:

1. Old Business

A. Bathroom Renovations Update: We will pay the additional \$18,757 that Douglas Granados asked for. Motion was made and seconded: All voted in favor.

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B. Fine Policy: needs to be worked on: Michelle and Catalina will work on the wording and bring to the next Board Meeting for approval.

C. Update on Hot and Cold Water Issues
After reading the work that Sharon Britton and John Patrick did investigating the issues with the hot and cold water, we all agreed that we no longer want to work with Wilkinson as the company to maintain Intellihot boilers for heat and the RBI domestic hot water heaters. We will hire Frank I Rounds Co for the heat boilers and Cullen Mechanical for the domestic hot water heaters. We will investigate what it would take to end the contract with Wilkinson. We made a motion and seconded to approve the two new companies.

2. New Business

A. Board Roles and Certificate of Election
-Mary Moore will be President
-Rebecca Rudicell will take on being Treasurer
-Catalina will stay on as Secretary

B. A request has come in front of the board to make one of the laundry room's fragrances free. The board has directed Michelle to obtain the forms for such a request so the board can further review the matter.

C. In this context, we discussed that medicinal pot is now legal and if you have a card you can legally smoke it. However, given that Bay Square is a smoke-free building, we would allow cannabis and edibles or ointments but no smoking of marijuana.

D. Sharon's Email on Outstanding Items:

1. In addition to the items already discussed, we agreed, over the past month, to pay CCI the outstanding fees as the costs of legal defense would be too high.
2. We will order the carpets now and will discuss the installation date and installation pattern at a subsequent meeting.
3. Intercoms are under warranty until the end of June; we will need to get in touch with Siedel

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4. Hi-tek Balancing can come out and rebalance the fan and try to diminish the vibration. We made a motion to approve and seconded it to have the fan rebalanced.
5. Fire Supression System: We have had problems with Johnson Control (a company that bought Simplex Grinnell) and are asking both Carlyle Fire Protection and Striker Electronics for quotes for maintenance problem.
6. NuStep exercise machine has arrived and is being used.
7. Budget considerations for 2020 will be discussed in the future.
8. Cooling and Heating Service Agreement: Association will continue to pay the maintenance bi-annually; we made a motion and seconded it to sign the contract for Cooling & Heating for \$7,320.
9. Broken Gym Mirror Invoice: We have received the payment from the individual who broke the mirror and will get the mirror replaced by Commonwealth Glass and Mirror.
10. Waverly Snow Removal: We will discuss at a future meeting; it will be a new budget item.
11. Roof Anchors: OSHA has not worked out what the correct testing load limits are for all buildings in MA, in compliance with OSHA's regulations. We discussed at length what the possibilities and risks are, but need to wait for the regulations to be issued to not put ourselves at risk.

12. Future Capital Projects; Prioritization and Planning:

Capital Projects for 2019

Reroofing roof decks 607 (EPDM, last replaced 1999), New front door, Roof Anchors

VIII. Executive Session:

NEXT BOARD MEETING: Monday, April 15th at 6:30PM