

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Monday, April 15, 2019**  
**6:30pm**

**I. Board Members:** Mary Moore, Rebecca Rudicell, Claudia Giraldo, Meredith Leshkowich, and Catalina Arboleda

**Staff Members:** Michelle Collins and Joe Andrade

**Owners:** John Patrick came to show us the software he developed for the condo that may become the repository for all the information for all the units. If we agree to adopt it, only Anna will do data entry and others will have access only. We will ask the staff institute it and let Anna test it on the Board members. In the future, we will have an external back up and maybe put the file on Dropbox.

**II. Minutes:** Reviewed and approved March 19, 2019 meeting minutes.

**III. Financial Review:** March 2019 Financials will be sent via email for us to review.

**IV. Maintenance Report – Joe Andrade**

**A. Superintendent's Report**

1. Elevator passed inspection: Generator person did not come for the inspection, so Joe advised us not to pay him. Fortunately, the staff allowed Joe to do the generator part of the inspection.
2. 125 gallons of diesel that had been ordered, arrived.
3. Claudia and Catalina will work with Joe to hang the posters and bulletin boards at the gym
4. Joe is asking whether we should power wash the floors of both garages. We decided to skip washing the garage floors this year given that we will be resurfacing them next year.

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5. Last year, we had several spills from condensation pans in the Whalen units on the 1<sup>st</sup> floor. We can place electronic sensors on plastic containers that we place in the ceiling above the 1<sup>st</sup> floor that would electronically alert Joe about these leaks. All were in favor.
  6. There was a leak at the pump for the power booster and Joe called to replace.
  7. Only six units left for Whalen Units inspections; they will finish these on Tuesday, 4/16. Joe has list of 72 drain units that need to be replaced, as it risks flooding the floors.
  8. We approved a \$1570 landscaping estimate from Pemberton for moving plants away from the building, installing new Junipers, and putting black mulch on the planters.
- B. Gym Mirror Installation was completed.
- C. Carpet Update: new hallway carpet will be arriving this week. Installation date set for May 2<sup>nd</sup>.
- D. Intercom Repair: Steve, who is the Seidel representative sales person, said repair is best scheduled when we have a problem so they can diagnose it. Yet echo “comes and goes” in many units. Some units can’t hear the desk. We will ask the manufacturer to send a representative to diagnose and repair the problem.
- E. Pool Opening Date: Pool cannot be inspected until everything is completed. We are missing some of the new certifications required for covers for both the drains in the jacuzzi and the pool. We will post a sign saying we are hoping to open in May.
- F. Bathroom Renovations Update: The partitions for the toilets came in today, but they are in pieces. Someone

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from the manufacturer said they would come this week to help Granados. Benches have been ordered. One final payment remains to be paid (approved at last meeting). Check will be readied by Michelle.

G. Fire Alarm Contract Update: we are waiting for 5 year proposals for internal inspections.

H. Hot Water and RBI Boiler Contracts are all set.

I. Hi-Tek Balancing Fan coming on Wednesday.

## **V. Management Review:**

### **1. Old Business**

A. Revised Fine Policy discussed: we will review again at the next meeting and add no smoking and hours for quiet hours.

B. Front Desk Coverage: Yvonne and others are concerned about front desk coverage. The RSIG Concierge Services is a possibility but there are disadvantages (expense, more comprehensive than what we need). Another possibility would be to develop a formal rotation of the staff for coverage.

C. Fragrance Free Laundry Room Request postponed until we get the medical letter for the "disability".

### **2. New Business**

A. Roof Deck Replacement Project: Moisture Protection Consultants-roofing consultant (engineer) presented a proposal for looking for firms to do the project for \$11,000 to get scope and cost of the project. Thayer will work on getting recommendations about Larry Willette.

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- B. Thayer Project Agreement: Michelle/Thayer will do the administrative part for a 5% fee. Construction cost is additional. We made a motion and seconded to approve Thayer as the administrative consultant.

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

**Capital Projects for 2019 and Beyond**

- A. Reroofing roof decks 607 (EPDM, last replaced 1999),
- B. New front door
- C. Roof Anchors, Deck Replacement for 606 and 607.
- D. Resurfacing of Upper and lower garage within 2-3 years.
- E. Hallway Lighting

**VIII. Executive Session:**

**NEXT BOARD MEETINGS:** Monday May 20<sup>th</sup> at 6:30PM