

Bay Square Condominium Trust
Trustee Meeting
Monday, May 20, 2019
7:00pm

- I. Board Members:** Mary Moore, Claudia Giraldo, Rebecca Rudicell, Meredith Leshkowich and Catalina Arboleda
Staff Members: Joe Andrade and Michelle Collins
Owners: Joe Walsh, here to answer our questions about his renovation, if we have them.
- II. Minutes:** Reviewed and approved April meeting minutes; all voted in favor.
- III. Financial Review:**
 - A. Did not review April 2019 Financials, as still pending.
 - B. March Financials were reviewed. We are, as usual, in very good shape.
- IV. Maintenance Report – Joe Andrade**
 - A. We reviewed the Superintendent's Report
 - B. Joe brought a permit to use the patio and we reviewed when one of the members of the Board can sign and when we need to send it to Thayer (when there is an outside Vendor involved)
 - C. Unit 502 has leak through sliding doors; we need to investigate both gutters and the door. We will get a boom to repair this problem.
 - D. We need 36 sensors to monitor condensation leaks in the lower floors. We will buy a few and try them out.
 - E. Intercom Repair Update: Steve will come to take a look, as Joe now found an issue with an intercom in one of the units.
 - F. Pool opened on Friday May 17th after inspector finally came.
 - G. Rebecca had three questions regarding three reserve study items. Two of them have been done (pool resurfacing and elevator system). We will get two quotes for the Lobby Main Entrance Door.
- V. Management Review:**

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1. Old Business

- A. Revised Fine Policy was reviewed and approved; all in favor. Smoking will be added as separate item to welcome packet.
- B. Roof Deck Replacement Project Update; references checked for Moisture Protection Consultants, LLC. Only negative was in a busy season (Spring), he was slow to get back. Joe recommends using Sarnafil on these roof decks. Next step will be core samples.
- C. Extermination Discussion: We discussed the extermination policy.
- D. Update on Hallway Carpet: All installed and reviewed the carpet and fixed the areas that had bubbled up.

2. New Business

- A. List of Plumbing Issues reviewed. A letter will be sent by Michelle asking the 72 residents to fix their plumbing issues.
- B. Renovations Applications: we approved proposed renovations to the units that applied to renovate their bathrooms and kitchens.
- C. Memorial bench for Fred Orrichio will be ordered from Walpole. We will attach a plaque later. All voted in favor.

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. Concierge Desk Renovation
- F. Hallway and Lobby Lighting
- G. Elevator Flooring
- H. Hallways Benches and Mirrors

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VIII. Executive Session:

NEXT BOARD MEETING: Tues. JUNE 27, 2019 at 6:30PM