

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Monday, June 17, 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:** Eva Ehrlich came to inform Michelle that she would be purchasing unit 513;
- II. **Minutes:** Reviewed and approved May Meeting Minutes unanimously
- III. **Financial Review:** Reviewed May 2019 Financials: \$76, 289 in operating fund; Reserve Fund is at \$928,414

**IV. Maintenance Report – Joe Andrade**

1. Superintendent's Report: Joe discussed difficulties with coordinating with Carlyle and Stryker for Fire Alarm Protection and that we may have to remain with Johnson Controls for a bit longer. Michelle will poll other managers for recommendations on new fire alarm companies that handle both sprinkler and fire alarms.
2. Intercom update: The board discussed the continuing intercom issues. Joe reported that Steve, from Siedel, the company that installed the intercom system is coming Thursday with a representative from the manufacturer. Parts are under the warranty. We will ask for extended warranty and ask him to turn volume up on the entire system.
3. Leak Inspection Plumbing Update: notices were sent out.
4. Front Door Quotes: we got one quote from Superior Door but are waiting to hear from second one.

**V. Management Review:**

1. Old Business

A. Michelle updated the board on the roof replacement schedule and informed the board of the possible cost for the project. The board is not sure they would like to move forward with the work this year, but will review the bids and may table this work until the spring for budgeting reasons

2. New Business

A. Move Issues: The board had an issue with 3 moves occurring in one day and what the policy is on notifying management and the front desk. One move was disruptive and management and the board have dealt with this matter, immediately after the issue occurred.

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- B. Front Desk Database: we will investigate Building Link software as a possibility.
- C. Patio Reservation Form: Rebecca volunteered to update the patio reservation form, the board discussed the form and approved the changes. This form will be added to the welcome packet.

**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. Common Area Lighting

**VIII. Executive Session:**

**NEXT BOARD MEETING: Thursday, July 11<sup>th</sup> from 5-7PM**