

Bay Square Condominium Trust
Trustee Meeting
Monday, July 17, 2019
5:00pm

- I. **Board Members:** Mary Moore, Rebecca Rudicelli, Catalina Arboleda, Meredith Leshkowich, Claudia Giraldo
Staff Members: Michelle Collins, Joe Andrade
Owners: Debbie Kaplow

- II. **Minutes:** Reviewed and approved May 2019 Meeting Minutes

- III. **Financial Review:** We were not able to review the June 2019 Financials, as they were not available for this meeting. They will be emailed to the Board.

- IV. **Maintenance Report – Joe Andrade**
 - A. Superintendent's Report; in addition to the items on his list, Joe reported that he had been unsuccessful in getting answers from several fire alarm companies. Michelle will follow up.
 - B. Front Door Quotes: we were able to obtain only got one quote; we will wait until a later time.

- V. **Management Review:**
 - 1. Old Business
 - A. Roof Replacement Project Update: Laurence Oullette, from Moisture Protection Consultants, an engineer came to get core sample from the roof. We will ask him to give us more notification in the future.
 - B. Intercom Warranty Questions: we will get back to the installer, as we felt the Siedle representative had not been clear enough in his replies to our questions.

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2. New Business

- A. Recycling Campaign: we will send a message through Pitera & put up posters from the city inside the recycling room, as well as on the entrance door, to educate residents, as to what the correct recycling rules were.
- B. Pool Rules: Rebecca Rudicelli will write up a briefer list of the pool rules and post them by pool ASAP
- C. Sign Request from California Cryo-bank approved; we will suggest that they also clean their awning, before they install their sign.

VI. 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
- F. Front Desk Renovation, Finishing Lobby and Upper Hallways, Lighting Replacement

VII. Executive Session:

Next Board Meeting: Sept. 19th at 6:00PM