

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Thursday, September 19, 2019**  
**6:00pm**

- I. **MEMBERS:** Mary Moore, Claudia Giraldo, Meredith Leshkovich, and Catalina Arboleda  
**STAFF:** Michelle Collins and Joe Andrade  
**OWNERS:** Joe Walsh
- II. **Minutes:** Reviewed and approved July 2019 Meeting Minutes
- III. **Financial Review:** Reviewed July 2019 (August's are pending) Financials: Surplus of \$46,612; this results in an Operating Budget of \$76,289 (minus lobby furniture, etc.). Michelle recommends not letting the Operating Budget dip below \$50,000. Reserves are on par. Total Reserve Fund Balance of \$934,971
- IV. **Maintenance Report – Joe Andrade**
  - A. Superintendent's Report
  - B. All plumbing repairs were completed (78 units)
  - C. We should strike this; we stated this under new business and should take out any reference to a unit, since they are public documents.
  - D. We will not be closing the pool or spa yet.
  - E. We received, from the city, recycling signs for the Trash room. We will try to both put signs up and talk to new tenants.
- V. **Management Review:**
  - 1. Old Business
    - A. Roof Replacement Project Update
      - 1. Bid List: Hurley Brothers, Ambrose Enterprises & Specialized Roofing are the 3 companies that will provide bids
      - 2. The board discussed the proposed schedule we can complete the work from Oct.-Nov. Sarnafil is the waterproofing material we have all over the building; other material that is being proposed can't be installed under 40 degrees F.
      - 3. Bid Review Packet was reviewed, as was the Project Cost Summary
    - B. Cintas Fire Alarm Proposal: The board discussed and approved the termination of Johnson Controls for Cintas Fire Alarm. There were many issues with service, double billing and showing up unprepared for services. We are saving about \$11,000 and will get more services for less money. The board agreed to have Johnson Controls conduct all of the services until their termination date of 10/14/19

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- C. Lobby Update: we have met with 5 different designers trying to get the right person for the building; it is taking a lot of time.

2. New Business

- A. Internal Moves and New Policy: The board discussed creating a new form that will give owners and tenants more accountability when moving; we are currently experiencing many issues, moves not scheduled, times running over and payments not being received. The board discussed ways to make this process easier for all. Michelle will share forms from other associations and Michelle and Mary will draft a form for us to review at the next meeting.
- B. Pool Planters: we will schedule a half-an-hour review of the planters in the next few days and will ask Pemberton Farms to come to do the necessary work.
- C. Fall BBQ Plans: We will plan at the next Board meeting for Tues or Wed. before Halloween (Oct. 29th or 30th, 2019)
- D. Welcome Packet Discussion: The board discussed the welcome packet being too much to absorb for new owners and tenants and having a more streamline packet to hand out to new residents. Michelle will share with Meredith, who volunteered some examples of shorter packets from other association she manages
- E. The board discussed logs to pass down message for the front desk, to relay messages to each concierge staff member, regarding building related activities for the staff from management
- F. Annual Roof Inspection discussed; results indicate we do not need to do anything.

**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. Lobby & Upper Floor Renovations Plans

**VIII. Executive Session:**

**NEXT BOARD MEETING will be Thursday, October 17<sup>th</sup> at 6:15PM**