

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Thursday, October 17, 2019**  
**4:30pm**

- I.** **BOARD MEMBERS:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Rebecca Rudicell and Catalina Arboleda  
**STAFF:** Michelle Collins and Joe Andrade
- II.** **Minutes:** Reviewed and approved September 2019 Meeting Minutes
- III.** **Financial Review:** Reviewed September 2019 Financials: Total Reserve Fund Balance, as of 9/30/19, is \$982,659
- IV. Maintenance Report – Joe Andrade**
  - A. Superintendent's Report was reviewed
  - B. Whalen filters will be changed starting 10/28/19; notice will go out to owners.
  - C. Fire Alarm Protection Michelle Reported that our fire alarm systems will be monitored by Cintas as of October 17, 2019. Johnson Controls contract was terminated as of October 16, 2019 at midnight.

**V. Management Review:**

- 1. Old Business**
  - A. Roof Deck Project Delayed: The board has been informed by Michelle and Mary that the roof deck project will be delayed until spring due to the-permitting process, which takes approximately 2-3 weeks. This work is weather sensitive and is best for us to delay until springtime. Ambrose will honor the work next Spring. The board has approved using a Sarnafil lining, which will be installed by Ambrose. We will refrain from voting, pending information about the warranty and the entrance deck and others.
  - B. Move Policy and Forms: Board discussed move forms as presented by Michelle and has approved using one form with some additional edits. We will review other changes at the next meeting.
  - C. Welcome Packet Update-Meredith: This will need more discussion and was tabled
  - D. Recycling Initiative: This was tabled until next meeting
  - E. Planter Update: Pemberton did some trimming; they will be back in the Spring to do further work. Pruning for beds in courtyard was done.
- 2. New Business**
  - A. Internal Moves and New Policy (see above)
  - B. Pool Closing Date: November 4<sup>th</sup> 2019, with the provision that if the weather is good, we will keep it open another week.
  - C. Cambridge College Parking Spaces: The board discussed whether we needed to purchase spaces to keep them in the hands of Bay Square, the board did discuss that there are other spaces being occupied by people who do not live in the building. We will inform owners that the parking spaces are for sale, but we

**Bay Square Condominium Trust  
Trustee Meeting  
Thursday, October 17, 2019  
4:30pm**

are not sure if this is a good idea for the association to purchase these spaces at this time.

- D.** Snowplowing with Waverly Developing Joe presented a proposal to the board for one to three years of snow removal service. The board discussed whether the proposal was competitive and did approve it as presented by Joe

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

**Capital Projects for 2019 and Beyond**

- A. New Front door
- B. Roof Anchors, Deck Replacement for 606 and 607.
- C. Resurfacing of Upper and lower garage within 2-3 years.
- D. Common Area Lighting
- E. Lobby & Upper Floor Renovations Plans

**VIII. Executive Session:**

**NEXT BOARD MEETING: Tuesday, November 19<sup>h</sup> at 6:15PM.**