

**Bay Square Condominium Trust**  
**Trustee Meeting**  
**Tuesday, November 19, 2019**  
**6:15pm**

- I. **Board Members:** Mary Moore, Rebecca Rudicell, Claudia Giraldo, Meredith Leshkowich, and Catalina Arboleda

**Staff:** Michelle Collins and Joe Andrade

**Owners:** Eva Ehrlich brought up the idea of tables with umbrellas for the pool area. Debbie Koplow would like to have more long-term renters, maybe make a change in the by-laws for owners who rent to ask for longer than six months. Pam Weiss advocates new lighting for hallways and brought plans, for the Board to review, for the last phase of her renovation. Carlos Francisco (Paco) Rubiales brought up issue of the Dumpling House delivery trucks idling (fumes/noise) and chopping noises, as well as an issue he has about the view from his unit.

- II. **Minutes:** Reviewed and approved the October 2019 Meeting Minutes
- III. **Financial Review:** Reviewed October 2019 Financials: We have a healthy balance in the Operating Fund; and have \$1,009,602 in Total Reserve Fund Balance as of October 31, 2019.
- IV. **Maintenance Report – Joe Andrade:** We reviewed the Superintendent's Report and Joe added that we need to budget a little more every five years, for fire prevention by Cintas.
- V. **Management Review:**

1. Old Business

- A. Roof Deck Project-Additional Decks: we will do the two back decks (615 and 616) with Ambrose Spring, 2020; the front decks in 2021. We will get the standard warranty with Sarnafil and 15 years from now, we can consider getting the extended warranty. We will vote over email, when we have the numbers.
- B. Move Policy and Forms: we are still working on it; Mary and Michelle will continue to discuss.
- C. Welcome Packet Update-Meredith has been reviewing and editing.

2. New Business

- A. Sewer Backup Discussion: The board discussed the issue of the sewer backups in the lower garage and Joe explained that Drain Doctor did not address the issue the first time leading to three additional visits. . We also

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discussed, as a result of finding many wipes in the drains distributing a memo regarding drain maintenance to all residents.

- B. Flower Service: we will add a figure for the interior flower service, in addition to exterior landscaping.
- C. Discussed Front Door Replacement: Superior Door estimate (with choice of frames,) for 24K and Hub Glass Service for 31K. We will also need an electrician to bring power to the door. We will await a third bid before choosing vendors.

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

**Capital Projects for 2019-2020 and Beyond**

- A. New Front door
- B. Roof Anchors, Deck Replacement for 606 and 607.(Project Postponed until Spring 2020)
- 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 MEETINGS: Tuesday, Dec. 17<sup>th</sup> at 6:15PM,**

**Tuesday, Jan 21 at 6:15PM,**

**2020 ANNUAL MEETING: Tuesday, February 4<sup>th</sup> at 7:00PM**