

**Bay Square Condominium Trust
Trustee Meeting
Tuesday, December 17, 2019
6:15pm**

- I. **Board Members:** Mary Moore, Claudia Giraldo, Meredith Leshkowich, Catalina Arboleda
Staff: Michelle Collins and Joe Andrade
Owners: Joe Walsh came to observe
- II. **Minutes:** Reviewed and approved November 19, 2019 Meeting Minutes
- III. **Financial Review:** Were not able to review November 19, 2019 Financials, as they were still pending. Financials will be sent by email to board from Thayer.
- IV. **Maintenance Report – Joe Andrade**

Superintendent's Report was reviewed.

Joe discussed with the board an issue with the 3rd floor large heat pump that heats the hallways. Joe explained that it costs \$7000 to replace a valve by Cooling and Heating. This pump is approximately 7 years old; most of this cost is labor. Joe explained that new units are much more expensive, the board unanimously voted to approve the repair.

The board discussed the new snow vendor, Waverly. Joe is satisfied with the job they are doing and the board is monitoring cost.

Joe reviewed issues with the hot water heater for the building Joe reset and called the company in for service.
- V. **Management Review:**
 1. Old Business
 - A. New Move in Policy Form was approved, with a few edits. We will send it out through Pilera. No Move In will be scheduled without form filled out and check/payment received.
 - B. New Front Door Discussion: Superior Door is reviewing the front door replacement with the board. The board is working with them and has concluded that it may be cheaper to update the frame, as well as the door, and replace with the new more energy-efficient glass. We will obtain new quotes and share the new quote over email.
 2. New Business

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- A. Roof Anchors Discussion and Project Fee: The board reviewed the roof anchors and have asked Michelle to obtain updated quotes from the engineering firm of Simpson, Gumphertz and Heger as well as the vendor who had provided the board with a previous quote on the roof anchor replacement, Cliffhangers, who also does window washing. Thayer will review their project management fee once we have more solid numbers on the entire project.
- B. Lobby Renovation Discussion: The board reviewed the renovations of the Front Desk, Lobby Area and Lighting.

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. 17th, at 6:15PM,

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

2020 ANNUAL MEETING: Wednesday, Jan 29th, at 7:00PM